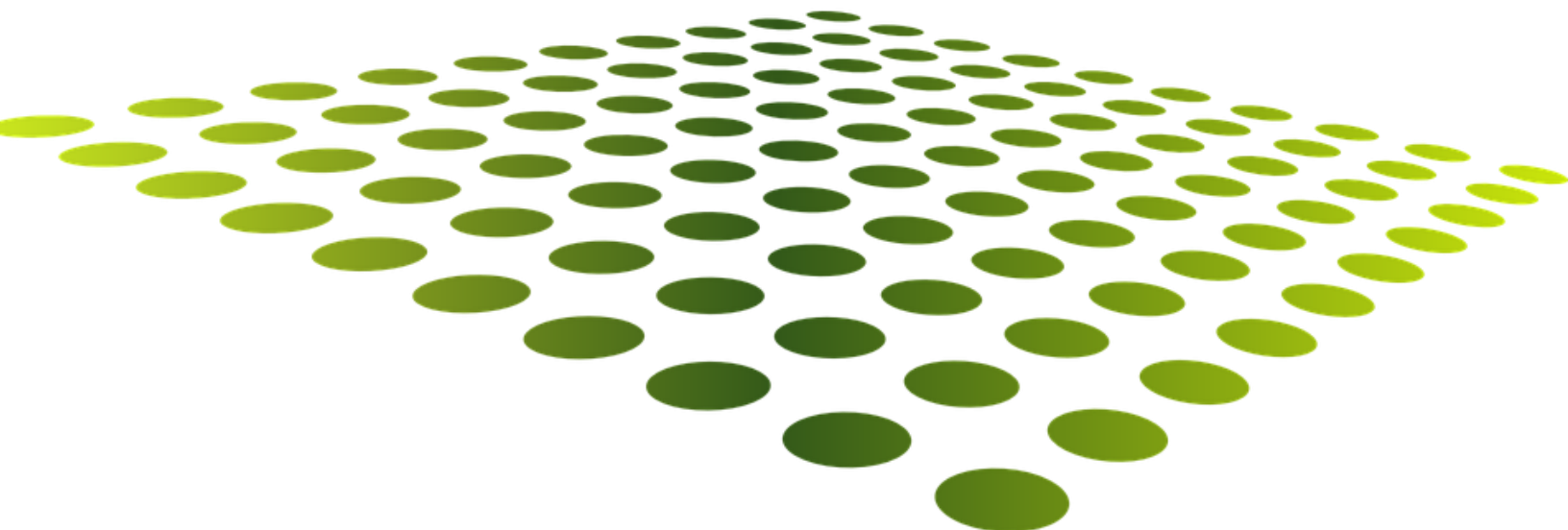


ADOA – General Accounting Office

AFIS MANUAL: AR-BILLING AND COLLECTIONS





AR-Billing and Collections

TABLE OF CONTENTS

PURPOSE	4
TRAINING GUIDE OBJECTIVE	4
OVERVIEW OF ACCOUNTS RECEIVABLE.....	4
ACCOUNTS RECEIVABLE LIFECYCLE	5
CUSTOMER SETUP	6
CUSTOMER ACCOUNT OPTIONS	6
ACCOUNTS RECEIVABLE EVENT TYPES.....	8
ACCOUNTS RECEIVABLE INQUIRY PAGE	9
CREATE A RECEIVABLE DOCUMENT	12
RECEIVABLE DOCUMENT COMPONENTS.....	13
RECEIVABLE DOCUMENT DATA ENTRY	21
CREATE A RECEIVABLE DOCUMENT	22
BILL A VENDOR FOR REFUND	27
CREATE A RECEIVABLE FROM A TEMPLATE	27
ONE-TIME / MISCELLANEOUS CUSTOMER RECEIVABLE	31
SUMMARY RECEIVABLE	35
CREATE A RECURRING RECEIVABLE.....	35
RESEARCH RECEIVABLES	38
RECEIVABLE MODIFICATION	41
RECEIVABLE MODIFICATION	41
MODIFY RECEIVABLE FOR DISPUTE	45
RECEIVABLE CANCELLATION.....	48
GENERATE BILLS.....	51
STATEMENTS AND INVOICES	51
BILLING CONFIGURATION.....	52
CONTROL BILLING OUTPUT	59
GENERATE STATEMENTS.....	62
GENERATE INVOICES	67
REPRINT STATEMENTS OF INVOICES	70
GENERATE OR REPRINT INVOICES – ONLINE.....	70
COLLECTIONS PROCESSING	70
SETUP COLLECTION PROCESSING CONTROLS	70
TRACK COLLECTION ACTIVITIES	74
TRACK DELINQUENT ACCOUNTS	75
APPLY FINANCE CHARGES	75
MANAGE PAST DUE STATEMENTS	75
SETUP PAYMENT PLANS – DEPARTMENT.....	76
GENERATE PAYMENT PLAN – BATCH JOB	77
REFERRAL TO COLLECTION AGENCY	78



CREATE A REFERRAL TO COLLECTION AGENCY DOCUMENT	78
REFERRAL TO COLLECTION AGENCY BATCH JOB	80
MODIFY A REFERRAL TO COLLECTION AGENCY DOCUMENT	81
CANCEL A REFERRAL TO COLLECTION AGENCY DOCUMENT	81
RESEARCH REFERRAL TO COLLECTION AGENCY DOCUMENTS.....	81
WRITE-OFF UNCOLLECTIBLE AMOUNTS	81
CREATE A WRITE-OFF DOCUMENT	81
MODIFY A CL ADJUSTMENT DOCUMENT.....	86
CANCEL A CL ADJUSTMENT DOCUMENT	86
RESEARCH CL ADJUSTMENT DOCUMENTS.....	87
CASH ADJUSTMENTS.....	88
STATE TREASURY CASH ADJUSTMENT	88
DEPARTMENT TREASURY CASH ADJUSTMENT	88
ACCOUNTING RECEIVABLE REPORTING	89
APPENDIX A – BILLING PROFILE (BPRO) REQUIRED FIELDS FOR SETUP	91
APPENDIX B – TERMINOLOGY.....	95
APPENDIX C – LIST OF ACRONYMS.....	99
APPENDIX D – ACCOUNTS RECEIVABLE CONFIGURATION	101
BILLING PROFILE	102
BILLING INSTRUCTIONS.....	102
FINANCE CHARGE ELIGIBILITY	103
FINANCE CHARGE SETUP.....	104
BILLING RATES.....	104
OTHER TABLES.....	105



All activities will be displayed with an icon



AR-BILLING AND COLLECTIONS

Purpose

AFIS (Arizona Financial Information System) Accounts Receivable functionality supports the billing, tracking, and collection of money owed to the State. This guide introduces the AFIS Accounts Receivable features for creating receivables, billing, and collections processing.

Training Guide Objective

In this training guide, you will:

- Examine the Accounts Receivable area of AFIS
- Review the configuration of Accounts Receivable tables
- Create a Receivable document for various business scenarios
- Perform Receivable maintenance
- Review the Billing process
- Review the Collections process
- Create a Referral to Collection Agency document

Overview of Accounts Receivable

Learning Objectives

In this lesson, you will:

- Review the Accounts Receivable lifecycle
- Examine the Customer Setup process
- Identify the Accounts Receivable Event Types
- Identify the Accounts Receivable Inquiry Pages

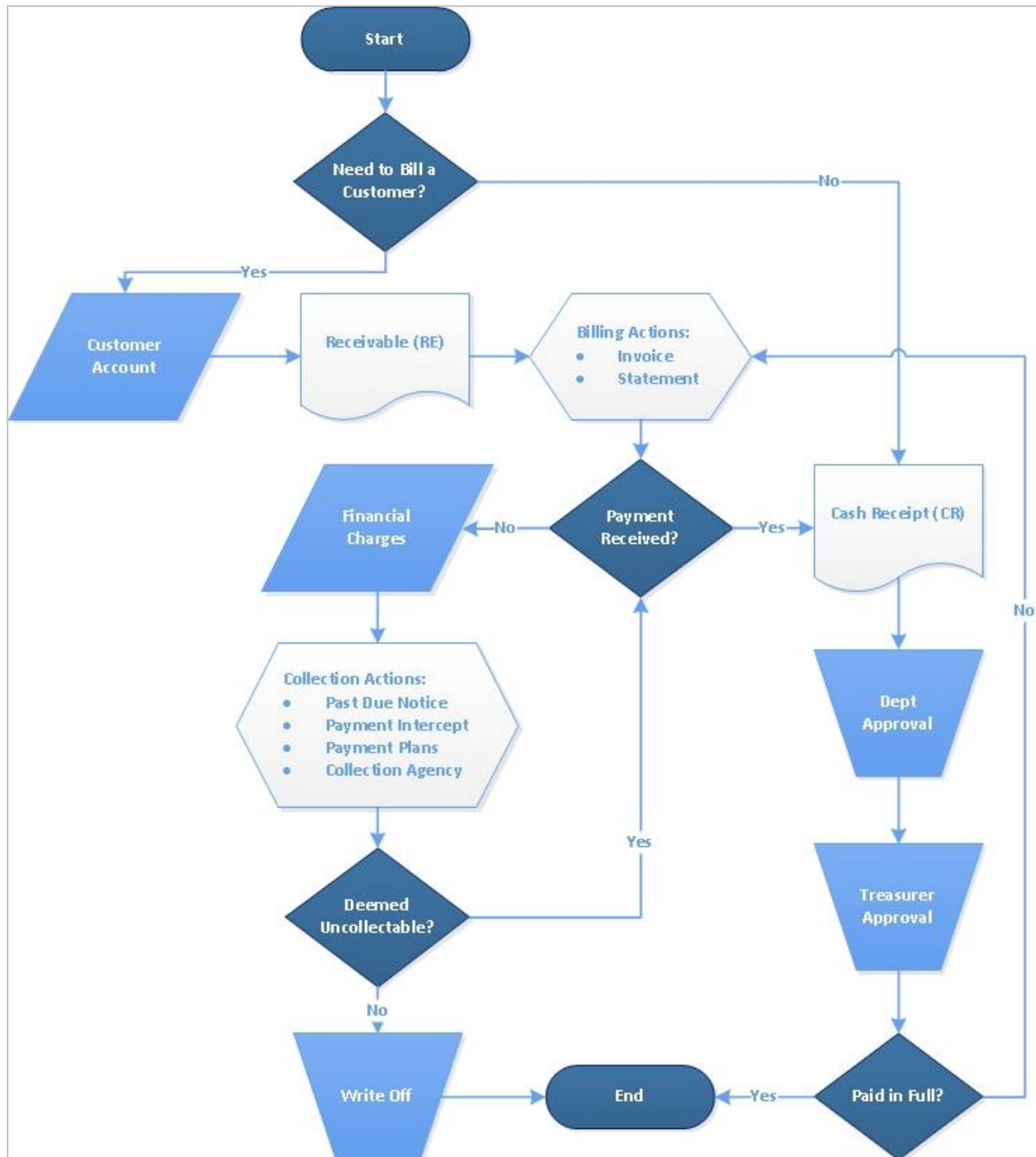
Lesson Overview

The Accounts Receivable (AR) processes in AFIS cover the billing of customers for goods or services rendered, processing collection activities, and recording the receipt of money owed. The focus of this course is the management of Receivables owed to the State. Revenue is recognized at the time goods and services are provided by creating a Receivable. AFIS records revenue and receivable information using Receivable (RE) document. Alternatively, there are options to bill for unearned revenue. This lesson will provide an overview of the Accounts Receivable business area including a review of the Accounts Receivable lifecycle, the setup of customers and customer accounts, and the event types and inquiry pages that are available to Accounts Receivable users.



Accounts Receivable Lifecycle

The Accounts Receivable lifecycle, as shown in below, generally begins with the need to bill a State customer. A Receivable is an accounting event created in AFIS to trigger the billing for goods or services provided or in anticipation of the receipt of money. Accounts Receivable generates invoices, statements, or both, to bill customers. When a payment is received, a Cash Receipt records the collection of money. If no payment is received, finance charges may apply. Receivables can be modified, reduced, referred to collections, or written off.





Customer Setup

Customers are individuals or business entities that purchase goods or services from the State of Arizona. Customer Accounts are determined by the combination of a Customer (Vendor/Customer) code and a Billing Profile code. Customer records are created and added to the VCUST table by using the VCC based documents. Once a Customer record has been created, a Customer Account is created by using the Customer Account Options table.

Customer Account Options

The Customer Account Options (CACT) table is used to establish and maintain billing options for customers. On the CACT table, users can view which Billing Profile codes have been assigned to each Customer code. One Customer code may have more than one customer account because multiple Billing Profile codes can be assigned and each combination represents a unique Customer Account.

Customer Account Options							
Customer	Name	Billing Profile	Department	Unit	Billing Type	Address ID	
✓ 0000010306	MERCY CARE PLAN	ST01	AAA	ALL	Invoice	AD003	
PLACEHOLDER	Placeholder Vendor	SHAKE	AAA	ALL	Invoice	AD001	
VC0000000003	John Eppinett	SHAKE	AAA	ALL	Invoice	AD001	
VC0000000003	John Eppinett	ST01	AAA	ALL	Invoice	AD001	
VC0000000003	John Eppinett	ST02	AAA	ALL	Statement	AD001	

First Prev [Next](#) [Last](#)

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

▼ **General Information**

Customer :	0000010306	Bankruptcy :	<input type="checkbox"/>
	MERCY CARE PLAN	Suppress Billing :	<input type="checkbox"/>
Address ID :	AD003	Suppress Past Due Billing :	<input type="checkbox"/>
Billing Profile :	ST01	Suppress Auto Fin Charge :	<input type="checkbox"/>
Department :	AAA	Dispute :	<input type="checkbox"/>
Unit :	ALL	Dispute Reason :	
	System Test	Bill Parent :	No
Billing Type :	Invoice ▼	Collection Cycle :	
Final Statement :		Electronic File Type :	▼
Billing Location :	Customer Only ▼	File Prefix :	
		Central Statement :	<input type="checkbox"/>

Customer Accounts can also be assigned to multiple Departments in AFIS by creating a Customer Account record for each Department that needs to use it. Records on the Customer Account Options table are created through a direct table update in the CACT table.



You want to look up Customer Accounts by Department and Billing Profile, so you will use the Customer Account Options (CACT) Table.

1. In the **Jump to** field, enter **CACT**
2. Click **Go**. The Customer Account Options table opens

Customer Account Options

[Menu](#) [Back](#)

Customer	Name	Billing Profile	Department	Unit	Billing Type	Address ID
✓ 0000010306	MERCY CARE PLAN	ST01	AAA	ALL	Invoice	AD003
PLACEHOLDER	Placeholder Vendor	SHAKE	AAA	ALL	Invoice	AD001
VC0000000003	John Eppinett	SHAKE	AAA	ALL	Invoice	AD001
VC0000000003	John Eppinett	ST01	AAA	ALL	Invoice	AD001
VC0000000003	John Eppinett	ST02	AAA	ALL	Statement	AD001

First Prev [Next](#) [Last](#)

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#) 

1. In the Customer Account Options table, click **Search**. The Search window opens.
2. In the Search window, in the **Customer** field, enter *the Vendor/Customer ID from your student data card*.
3. Click **Ok**. The grid on the Customer Account Options table lists all of the Customer Accounts that have been created for that Customer code, by Billing Profile and by Department.



Customer Account Options [Menu Back](#)

Customer	Name	Billing Profile	Department	Unit	Billing Type	Address ID
✓ 500002609	ROBERT PROVO	CBBOT	ADA	ALL	Both	A0001

First Prev Next Last

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

▼ **General Information**

Customer : 500002609

Name : ROBERT PROVO

Address ID : A0001

Billing Profile : CBBOT

COBRA BOTH

Department : ADA

Unit : ALL

Billing Type : Both ▼

Final Statement :

Billing Location : Customer Only ▼

Bankruptcy : ☐

Suppress Billing : ☐

Suppress Past Due Billing : ☐

Suppress Auto Fin Charge : ☐

Dispute : ☒

Dispute Reason : FALSE

Bill Parent : No

Collection Cycle :

Electronic File Type : ▼

File Prefix :

Central Statement : ☐

Customer Relations Activity : ☐

Minimum Billing Amount : \$0.00

► **Third Party Options**

► **Change Management**

[Top](#)

[Modify Existing Record](#) [Add New Customer Account](#)

[Receivable Correspondence History](#)

- Observe the information in the General Information section for the first record.
- When you are finished, click the **Home** in the Primary Navigation Panel to return to the Home Page.

Accounts Receivable Event Types

Event Types are codes used by the system that represent a business process. Event Types define data elements that must be entered on the accounting line, drive updates to vendor/customer account information tables, and drive the creation of posting lines. This topic identifies the Event Types used in Accounts Receivable.

Table 1 below lists the permitted Event Types used on the Accounts Receivable transaction documents. The possible Event Types vary by document code, and most document codes have a default Event Type that is used unless otherwise specified.

Table 1: Accounts Receivable Document Event Types

Document Code	Document Name	Event Type	Function
RE	Receivable	AR01 (default)	Bill Earned Revenue
		AR10	Bill Unearned Revenue
		AR31	Bill Vendor Refund- Non Budgetary
		AR50	Bill to Asset
		AR52	Bill to Liability
		LN34	Bill Loan Principal Repayment
		LS15	Bill Capital Lease Principal Payment
		LS16	Bill Capital Lease Interest Payment
RETRI		TR20	Bill for Return of Unused Travel Advance
		AR01 (default)	Bill Earned Revenue



Document Code	Document Name	Event Type	Function
	TRIRIGA Receivable	AR10	Bill Unearned Revenue
		AR31	Bill Vendor Refund – Non Budgetary
		AR50	Bill to Asset
		AR52	Bill to Liability
CARE	Cost Accounting Receivable	ARC3 (default)	Bill Earned Revenue – Cost Reimbursement
		AR10	Bill Unearned Revenue

Accounts Receivable Inquiry Page

Accounts Receivable documents update a number of inquiry tables. This topic reviews the tables and query pages that are used to research receivables and track customer status.

Customer Account Information (CUSTA) Table

Each customer account, with the exception of a miscellaneous customer account, tracks receivables, payments, and other financial information. The Customer Account Information (CUSTA) table is updated by Receivable (RE), Cash Receipt (CR), Referral to Collection Agency (CL), CL Adjustment (CLADJ) and Internal Exchange Transaction (IET) based documents. Records are distinguished on CUSTA using the specific field values on the document.



Customer Account Information

[Menu](#) [Back](#)

Customer	Name	Billing Profile	Department	Unit	Outstanding Balance
✓ VC0000000003	John Eppinett	ST01	101	ALL	(\$826.00)
VC000000176	Student 1 Inc.	ST01	101	ALL	\$8,250.00
VC000000177	Student 2 Inc.	ST01	101	ALL	\$500.00

First Prev Next Last

[Search](#)

▼ Current Balance

Customer: VC0000000003

Name: John Eppinett

Billing Profile: ST01

Central Statement: ☐

Department: 101

Unit: ALL

Unliquidated Amount: \$1,500.00

Liquidated Amount: \$0.00

Collected Amount: \$2,326.00

Payment within Tolerance Amount: \$0.00

Outstanding Balance: (\$826.00)

Written Off Amount: \$0.00

Unreserved Credit Balance: \$0.00

Reserved Credit Balance: \$0.00

Earned Unliquidated Rec: \$1,500.00

Earned Liquidated Rec: \$0.00

Earned Collected: \$2,326.00

Unearned Unliquidated Rec: \$0.00

Unearned Liquidated Rec: \$0.00

Unearned Collected: \$0.00

Refund Unliquidated Rec: \$0.00

Refund Liquidated Rec: \$0.00

Refund Collected: \$0.00

Deposit Unliquidated Rec: \$0.00

Deposit Liquidated Rec: \$0.00

Deposit Collected: \$0.00

Third Party Code:

Third Party Unliquidated Rec: \$0.00

Third Party Liquidated Rec: \$0.00

Third Party Collected: \$0.00

► Credit History

[Top](#)
[Unreserved Credit Balance](#) [Reserved Credit Balance](#)

CUSTA tracks the outstanding balance owed by the customer in the Current Balance Section. Several fields are calculated to provide an overall perspective of the account.

The following fields on CUSTA are calculated to present the overall status of the customer account.

- **Unliquidated Amount** – The total amount of unpaid bills
- **Liquidated Amount** – The total billed amount that has been paid
- **Collected Amount** – The total amount that has been paid, whether billed or not, not including advances and pre-payments
- **Outstanding Balance** – The total amount owed for the customer account. Calculated as the total amount billed, less all amounts collected that were billed (including advances and pre-payments)



- **Unreserved Credit Balance** – The total unreserved credit balance on the customer account caused by overpayments.
- **Reserved Credit Balance** - The total credit balance on the customer account that is designated for a special purpose.

Customer Information (CUSTS) Table

The Customer Information (CUSTS) table is updated by the same AR documents that update the CUSTA table. The difference is that the CUSTS table shows a customer's activity summarized across all of his/her billing profiles. The fields on CUSTS are the same as those in CUSTA.

Customer Information[Menu](#) [Back](#)

Customer	Name	Department	Unit	Outstanding Balance
✓ VC0000000003	John Eppinett	101	ALL	(\$826.00)
VC000000176	Student 1 Inc.	101	ALL	\$8,250.00
VC000000177	Student 2 Inc.	101	ALL	\$500.00

First Prev Next Last

[Search](#)

Customer : VC0000000003

Name : John Eppinett

▼ Current Balance

Department :	101	Earned Unliquidated Rec :	\$1,500.00
Unit :	ALL	Earned Liquidated Rec :	\$0.00
Unliquidated Amount :	\$1,500.00	Earned Collected :	\$2,326.00
Liquidated Amount :	\$0.00	Unearned Unliquidated Rec :	\$0.00
Collected Amount :	\$2,326.00	Unearned Liquidated Rec :	\$0.00
Payment within Tolerance Amount :		Unearned Collected :	\$0.00
Outstanding Balance :	(\$826.00)	Refund Unliquidated Rec :	\$0.00
Written Off Amount :	\$0.00	Refund Liquidated Rec :	\$0.00
Unreserved Credit Balance :	\$0.00	Refund Collected :	\$0.00
Reserved Credit Balance :	\$0.00	Deposit Unliquidated Rec :	\$0.00
		Deposit Liquidated Rec :	\$0.00
		Deposit Collected :	\$0.00

► Credit History

[Top](#)



The Receivable History and Reference Query (RDET) displays all document activity related to an RE based document. When a cash receipt references an RE, it updates the RDET.

Create A Receivable Document

Learning Objectives

- Examine the Receivable document components
- Review Receivable document data entry
- Create a Receivable document
- Examine the requirements to bill a vendor for a refund
- Create a Receivable from a template
- Create a Receivable for a one-time customer
- Examine the Summary Receivable process
- Create a Recurring Receivable using Future Document Triggering
- Research Receivables on inquiry tables

Lesson Overview

A Receivable (RE) based document is used to bill external customers for goods or services. The RE based document is an accounting transaction that triggers the billing process and tracks receivable events in order to recognize that money earned now will be received in the future. This lesson examines some of the uses for the RE based document and the process of creating a Receivable document to meet certain needs. This is the same process for creating an RETRI document; however, the RETRI document is used for TRIRIGA related billing. Additionally, Cost Accounting functionality and the reimbursement process in



Advantage can be used to automatically generate CARE documents. However, the setup necessary to facilitate this process is discussed within the Cost Accounting training guide.

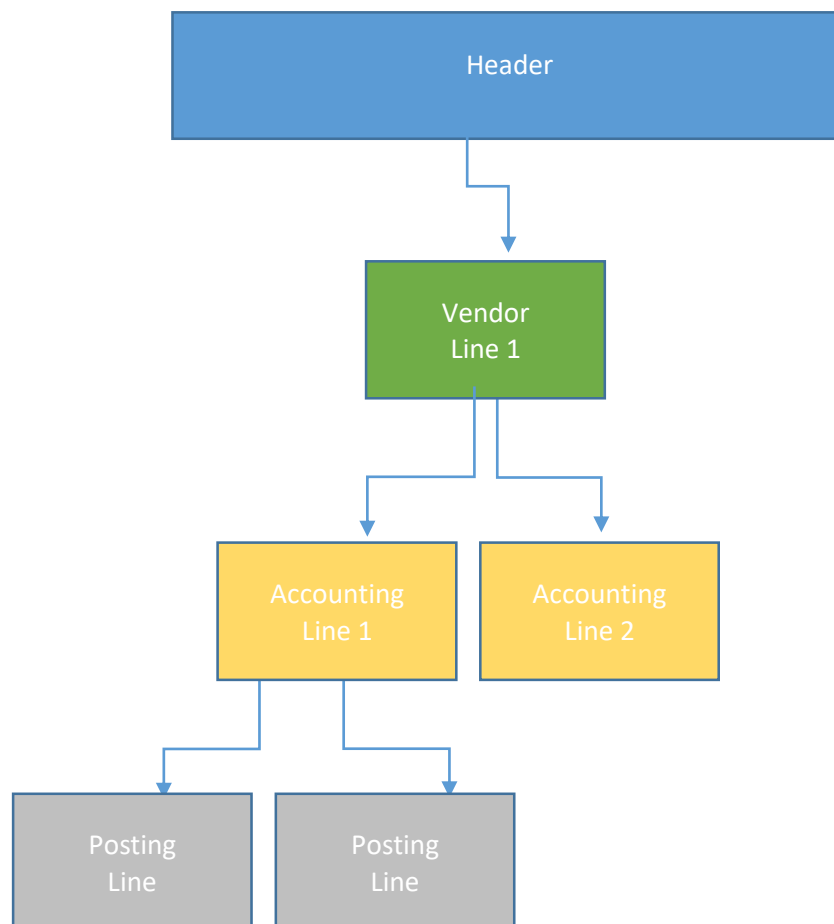
Receivable Document Components

Documents in AFIS are made of various components, also called sections. A Receivable document has four components accessible from the Document Navigation Panel that are used in the document creation process.

Figure 1 below illustrates the relationship between the components.

- **Header** – Stores values that apply to the entire RE based document
- **Vendor** – Stores customer account information, AR Dept, AR Unit, and billing and collection details; RE based documents support one vendor line
- **Accounting** – Used to record Chart of Accounts elements; multiple Accounting lines are allowed and each line contains an Event Type
- **Posting** – Represents the postings for each accounting line

Figure 1: Receivable Document Components





Receivable Header Component

The Header component stores values that apply to the entire RE based document. The General Information tab contains descriptive fields, along with date information common to most document headers. It also shows the total amount of the document, the closed amount, and dispute information.

Receivable(RE) Dept: ADA ID: 19000001012 Ver.: 1 Function: New Phase: Final Modified by 171879 , 12/14/2018

Header

General Information Additional Amounts Additional Dates Extended Description Document Information

Document Name:

Record Date: 12/14/2018

Budget FY: 2019

Fiscal Year: 2019

Period: 6

Document Description: AR-310-02-20

Accounting Profile:

Expected Amount: \$0.00

Actual Amount: \$50.00

Outstanding Amount: \$0.00

Closed Amount: \$50.00

Closed Date: 12/17/2018

Reclassification Date:

Reclassification Held: ☐

Document Dispute Status: Not Applicable

List View

The following fields are included on the General Information tab:

- **Document Name** – Free-form text field used to identify the document. The text entered does not print on invoices or statements
- **Record Date** – The date the receivable event occurred. Defaults to the current system date. This date is your invoice date, and it is used to calculate the Due Date for billing and collection activities
- **Budget FY, Fiscal Year, Period** – Indicates the accounting period of the event. Defaults to the budget fiscal year, fiscal year and period of the Record Date. These fields are normally left blank except for cross fiscal year processing
- **Document Description** – Free-form text field used to identify the purpose of the document. The text entered does not print on invoices or statements.
- **Reclassification Date** – On this date, the Future Document Triggering (FDT) feature will create a modification of the document to adjust the original accounting and load it to the document catalog for processing. Reclassification will change billed unearned revenue to billed earned revenue.
- **Reclassification Held** – Checking this box will generate the document in “Held” status when reclassifying unearned revenue to earned revenue.
- **Document Dispute Status** – Used to indicate that the customer has disputed the bill. The default value is Not Applicable

Amount fields on the General Information tab do not allow data entry. The Actual Amount is the total dollar amount of the RE based document. The Closed Amount is the dollar amount that has been received, which is recorded on a Cash Receipt (CR) based document that references the Receivable. The difference between these two amounts is the open amount of the RE based document.



The Additional Amounts tab displays a summary of activity that has been processed against the RE based document. Cash Receipt (CR), Referral to Collection Agency (CL), CL Adjustment (CLADJ) and Internal Exchange Transaction (IET) based documents are reflected here. Amounts on this page also break out fees included in the Receivable.

General Information	Additional Amounts	Additional Dates	Extended Description	Document Information
<p>Sent to Collection Amount: \$50.00</p> <p>Liquidated Amount: \$0.00</p> <p>Written-off Amount: \$0.00</p> <p>Collected Amount: \$0.00</p> <p>Payment within Tolerance Amount: \$0.00</p> <p>Interest Amount: \$0.00</p> <p>Late Fee Amount: \$0.00</p> <p>Admin Fee Amount: \$0.00</p> <p>Other Fee Amount: \$0.00</p>				

The Additional Dates tab displays the dates the RE based document is modified by the Finance Charge process (offline job). These dates will not be updated when the user manually applies finance charges through a Receivable Modification.

General Information	Additional Amounts	Additional Dates	Extended Description	Document Information
<p>Last Automatic Interest Fee Date:</p> <p>Last Automatic Late Fee Date:</p> <p>Last Automatic Admin Fee Date:</p> <p>Last Automatic Other Fee Date:</p>				

The Extended Description field is located on the Extended Description tab of the Header. This field is similar to the Document Description field except it can store up to 1500 characters. This field does appear on the invoice.

Receivable Vendor Component

Creating an RE based document requires a valid and active Vendor/Customer code from the VCUST table. The Customer code determines who is being billed by the RE based document.

In the Vendor section, the General Information tab contains the name, billing profile, and address information of the customer, as well as the AR Department and Unit information.



Vendor				
Document Vendor Line Number	Vendor Customer	Legal Name	Billing Profile	Written-off Amount
1	500002609	ROBERT PROVO	CBBOT	\$0.00

From 1 to 1 Total: 1

First Previous Next Last

Show Lines: 10 Go to line: Go Export to CSV

List View

General Information Billing / Collection Information Employee Information

Vendor Customer: 500002609

Billing Profile: CBBOT

Legal Name: ROBERT PROVO

Alias/DBA:

Traveler ID:

Merchant ID:

Address Code: A0001

Address Line 1: 1864 W REMINGTON DR

Address Line 2:

City: CHANDLER

State: Arizona

Zip: 85286

Country: USA

County:

Vendor Contact ID: C0001

Vendor Contact Name: ROBERT PROVO

Vendor Contact Phone:

Vendor Contact Phone Ext.:

Vendor Contact Email:

Fax:

Fax Extension:

Web Address http://:

Misc Account:

Receivable Type: Regular

AR Dept: ADA

AR Unit: ALL

The following fields are available on the General Information tab:

- **Vendor Customer** – The customer being billed
- **Billing Profile** – The billing profile code associated with the customer account
- **Address Code** – The code that corresponds to the address designated for billing; will usually default based on customer entered
- **Vendor Contact ID** – The code that corresponds to the customer contact information; will usually default based on customer entered
- **AR Dept** – The department used for validating the billing profile and customer account
- **AR Unit** – The unit used for validating the billing profile and customer account. This should match the AR Unit on the Billing Profile.
- **Receivable Type** – Select Regular (default) or Summary

In the **Vendor** section, the **Billing/Collection Information** tab contains the dates and information used for billing and collections. Some values established for invoice billing and collection processing on the Billing Profile (BPRO) and Customer Account Options (CACT) tables can be overridden on this tab.



General Information	Billing / Collection Information	Employee Information
Due Date: 11/01/2014		Collection Status: Not Applicable
Invoice Print Date: 11/01/2014		Write-off Status: Not Applicable
Billing Location: Customer Only		Intercept Status: Not Applicable
Collection Cycle: STCYC		Payment Plan: <input type="checkbox"/>
Invoice Instruction:		Legal Action: <input type="checkbox"/>
		Bankruptcy: <input type="checkbox"/>
		Suppress Invoice Billing: <input type="checkbox"/>
		Suppress Past Due Invoice Billing: <input type="checkbox"/>
		Suppress Auto Fin Charge: <input type="checkbox"/>
		Written-off Amount: \$0.00

The following fields are available on the Billing/Collection Information tab:

- **Due Date** – The date that payment is due for the Receivable. When billing with invoices, the due date will be calculated by using the Record Date and the Due Date Lag on the Billing Profile (BPRO) or System Options (SOPT) tables. Alternatively, a date may be manually entered. When billing with statements, the due date cannot be entered on the RE based document; the Due Date will be populated by the Statement process when the respective statement is generated.
- **Invoice Print Date** – The date the invoice will be printed
- **Billing Location** – The location where the receivable is to be sent. Required if the billing type is Invoices, Statements, or Both. Valid values are: Customer Only (Default), Third Party Only, Third Party with Customer Copy, Parent Address Only, or Parent Address with Customer Copy
- **Collection Cycle** – This value overwrites the collection cycle entered on the CACT/BPRO tables
- **Invoice Instructions** – When billing with invoices, the billing instructions from the Billing Profile code will default on the RE based document. To add, change, or remove the invoice instructions that are inferred from the Billing Profile, users can click the Invoice Instructions pick list to select the appropriate Billing Instruction code. This field is not applicable when Statement Billing is used
- **Status fields** – Indicates if the Receivable has been referred for write-off or a collection agency
- **Payment Plan** – Indicates that the Receivable is associated with a payment plan on the Payment Plan table
- **Legal Action** – Indicates the Receivable has been referred for legal action. Automatic finance charges will not be applied to RE documents that have this option selected
- **Bankruptcy** – Used to suppress further billing and collections against a customer. This field is inferred from the CACT table. If the user unchecks this flag manually on the RE based document, then the system will not override the flag
- **Suppress Invoice Billing** – Used to suppress the printing of an invoice
- **Suppress Past Due Invoice Billing** – Used to suppress the printing of past due notifications
- **Suppress Auto Finance Charge** – Stops finance charges from being applied to the RE based document by the automatic finance charge process



The **Employee Information** tab is used for recording the Payroll information for an employee and contains the following fields:

- **Employee ID** – Pick list to VCUST that must be valid for the Vendor Customer code that is populated on the RE based document
- **Employee Status** – Status of the employee, value is inferred from VCUST if left blank
- **Payroll AR Number** – Optional field to record additional information related to the employee or Receivable
- **AR Date** – Optional field to record additional information related to the employee or Receivable
- **Pay Period End Date** – Optional field to record the Pay Period End Date associated with the employee or Receivable

General Information | Billing / Collection Information | **Employee Information**

Employee ID:

Employee Status:

Payroll AR Number:

AR Date:

Pay Period End Date:

Receivable Accounting Component

The Accounting component records the Chart of Accounts information used when posting the document to the ledgers and performs updates to the applicable budgets. One RE based document can contain one or more Accounting lines. Users must click Insert New Line before entering information into the Accounting component.



Accounting				
Total Lines: 1		Accounting Line: 1		Line Amount: \$500.00
		Line Closed Amount: \$0.00		
Accounting Line	Line Amount	Line Closed Amount	Event Type	
1	\$500.00	\$0.00	AR01	
From 1 to 1 Total: 1				
First Previous Next Last				
				Go to line: <input type="text"/> Go
List View				
General Information Reference Fund Accounting Detail Accounting Additional Information Extended Description				
<div> <div> Event Type: AR01 </div> Line Type: A </div> <div> Line Type Name: Principal</div> <div> Accounting Template: </div> <div> Line Description: <div></div></div> <div> Line Amount: \$500.00</div> <div> Line Closed Amount: \$0.00</div> <div> Line Closed Date:</div> <div> Roll Indication 1: <input type="checkbox"/></div> <div> Roll Indication 2: <input type="checkbox"/></div>				

Budget FY: 2015

Fiscal Year:**Period:****Billing Rate:**
Quantity:**Unit of Measure:**
Reason:
Dispute: Not Applicable
Reclassification Date:**Trip ID:**
Date of Service:

In the **Accounting** section, the **General Information** tab contains descriptive fields and date information. The following fields are available on the General Information tab:

- **Event Type** – Used to determine which posting codes will be inferred and bring in data entry rules for transaction referencing, customer codes, vendor codes, and all defined Chart of Accounts elements. The default value for an RE based document is AR01 (Billed Earned Revenue). Other Event Type codes are used to accommodate different business functions.
- **Line Type** – Defines the purpose of the current line (principal, interest or fees). The default Line Type is A – Principal. To track manually calculated sales tax amounts, use the H – Tax line type.
- **Accounting Template** – Used to infer accounting elements if necessary
- **Line Description** – Allows the user to record a description for the accounting line. This field may appear on the invoice as a description for the transaction line. If a billing rate is used, but no line description is provided, the billing rate will provide the description on the invoice. If no billing rate is used and no line description is provided, then the line type name will appear as the transaction line description, on the invoice.
- **Line Amount** or Billing Rate and Quantity – Enter the dollar amount of the current line or use a billing rate and quantity to calculate this amount. If a billing rate is used and no line description is used, then the billing rate name will appear on the invoice for the transaction line.

The **Reference** tab is used to specify a reference to a final document by document code, department and ID. The reference tab must also specify the line being referenced and shows the reference type.



General Information	Reference	Fund Accounting	Detail Accounting	Additional Information	Extended Description
Ref Doc Code: <input type="text"/>	Ref Vendor Line: <input type="text"/>	Debt ID: <input type="text"/>			
Ref Doc Dept: <input type="text"/>	Ref Comm Line: <input type="text"/>				
Ref Doc ID: <input type="text"/>	Ref Accounting Line: <input type="text"/>	Schedule Number: <input type="text"/>			
Ref Type: Partial		Schedule Line: <input type="text"/>			
Central Statement BPRO:					

The **Fund Accounting** tab contains Chart of Accounts elements that define the budget structure or account that will be updated by the receivable line. The Chart of Accounts data entry requirements are defined by the Event Type entered on the Accounting line.

General Information	Reference	Fund Accounting	Detail Accounting	Additional Information	Extended Description
Fund: 9001	Department: 101	OBSA: <input type="text"/>			
Sub Fund: 9001	Unit: 0101	Sub OBSA: <input type="text"/>			
Object: <input type="text"/>	Sub Unit: <input type="text"/>	Dept Object: <input type="text"/>			
Sub Object: <input type="text"/>	Appr Unit: 1010000	Dept Revenue: <input type="text"/>			
Revenue: 4339	BSA: <input type="text"/>				
Sub Revenue: <input type="text"/>	Sub BSA: <input type="text"/>				

The **Detail Accounting** tab contains decentralized Chart of Accounts (COA) elements that help to further identify the Receivable and apply it to particular Location, Activity, Function, Reporting, Task, and Program codes.

General Information	Reference	Fund Accounting	Detail Accounting	Additional Information	Extended Description
Location: <input type="text"/>	Reporting: <input type="text"/>	Major Program: <input type="text"/>			
Sub Location: <input type="text"/>	Sub Reporting: <input type="text"/>	Program: <input type="text"/>			
Activity: <input type="text"/>	Task: <input type="text"/>	Phase: <input type="text"/>			
Sub Activity: <input type="text"/>	Sub Task: <input type="text"/>	Program Period: <input type="text"/>			
Function: <input type="text"/>	Task Order: <input type="text"/>				
Sub Function: <input type="text"/>					

Receivable Posting Component

The **Posting** component displays the accounting impact of the RE based document. No data can be entered into the Posting section; Posting lines are generated from the rest of the document data. Users can click the Eye icon to expand the posting details.

Posting					
Total Lines: 1			Posting Line: 1		
Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Standard	R001 R002	Billed E Rec External BER	\$0.00	\$0.00
From 1 to 1 Total: 1					
<div> First Previous Next Last </div> <div>Go to line: <input type="text"/> Go</div>					

Each Accounting line entered into the Accounting section has its own Posting line(s). The Posting section will only display the Posting lines for one Accounting line at a time.



Receivable Document Data Entry

The data entry requirements on a Receivable (RE) based document are discussed in this topic. Some fields can be inferred from other fields, accounting template values, or function values.

Header

There are no required fields on this section.

Vendor

In the **Receivable Vendor** section, on the General Information tab, the following fields are required:

- **Vendor Customer** – Enter a valid Vendor/Customer code or select from the pick list
- **Billing Profile** – Enter a value or select from the pick list
- **Legal Name, Address Code, Address Line, City, State, Zip, Country** – These fields are auto populated based on the Vendor/Customer code, unless the Vendor/Customer type is Miscellaneous
- **Vendor Contact ID** – This field is auto populated based on the Vendor/Customer code, unless the Vendor/Customer type is Miscellaneous
- **AR Dept** – This field is auto populated based on the Document Dept
- **AR Unit** – This field is auto populated based on the option set for the AR Dept on the Department table, but may need to be changed, if for instance, the default value is ALL Units, but the Billing Profile only allows for a specific Unit within the Department.
- **Receivable Type** – Select Regular (default) or Summary

On the **Billing/Collection Information** tab, enter the Due Date and Invoice Print Date, or let these dates default to the current system date.

Accounting

When entering data in the Accounting section, users must first click Insert New Line. An Accounting Template or Function code can be used to infer Chart of Accounts elements in the Accounting section.

In the **Receivable Accounting** section, on the General Information tab, the following fields are required:

- **Event Type** – Select the appropriate Event Type from the pick list, or allow to default
- **Line Type** – Select the appropriate Line Type from the pick list, or allow to default
- **Line Amount** – Enter the Line Amount dollar amount, or optionally use the billing rate to automatically calculate this line amount

On the **Fund Accounting** tab, users must enter the required Chart of Accounts elements if an Accounting Template or Function is not used. Table 2 below lists the minimum required elements on the Fund Accounting tab.

**Table 2: Chart of Accounts Fields**

COA Element	Notes
Fund	Required
Sub-Fund	Conditionally required depending on Department configuration
Object	Conditionally required for Event Types posting to expenditure, i.e. vendor refund
Revenue	Conditionally required for Event Types posting to revenue
Department	Required
Unit	Required
BSA	Conditionally required for Event Types posting to asset or liability account
Appropriation	Conditionally required for Event Types posting to revenue or expenditure

Additional Accounting lines may be entered into this section or created from existing lines using the Copy and Paste features.

Posting

There is no data entry performed in the Posting section. After the document is validated, users can click the Posting section to review the posting information and the Eye icon to view posting details located in the Fund Accounting and Detail Accounting tabs.

Create a Receivable Document

Receivable (RE) documents can be created by navigating to the Document Catalog.



Create a Receivable Document

Scenario

You have received a request to create a Receivable to record \$500 worth of services that your department provided to a customer. The Receivable Document will record the amount as Bill Earned Revenue in order to collect the \$500 from the customer.

Login to **AFIS**. Navigate to the **Document Catalog** and create a **Receivable** document.

1. In the Secondary Navigation Panel, click **Search**
2. Click **Document Catalog**
3. Click **Create**



4. In the **Code** field, enter **RE**
5. In the **Dept** field, enter the data from ***your student data card***
6. Check the **Auto Numbering** check box

Document Catalog

[Search](#)

Document Identifier

Code: Unit:

Dept: ID:

Other Options

Auto Numbering: ☒

Create Template: ☐

[Create](#)

[Menu](#)

7. Click **Create**. The document is created with a Document ID, and shown as Ver: 1, Function: New, Phase: Draft. The Document ID will become the Invoice ID.

Complete the **Header** section of the document.

Receiveable(RE) Dept: ADA ID: 190000001012 Ver.: 1 Function: New Phase: Final Modified by 171879, 12/14/2018

Header

[List View](#)

General Information Additional Amounts Additional Dates Extended Description Document Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description:

Accounting Profile:

Expected Amount:

Actual Amount:

Outstanding Amount:

Closed Amount:

Closed Date:

Reclassification Date:

Reclassification Held: ☐

Document Dispute Status:

1. In the **Document Name** field, enter ***Training example***
2. In the **Document Description** field, enter ***Bill for services provided***

Please note: If you enter text in the Extended Description field on the Extended Description tab, this will appear on the invoice.



Complete the **Vendor** section of the document.

1. At the bottom of the page, click the **Vendor** component to expand that section.

Vendor

Total Lines: 1 Document Vendor Line Number: 1 Vendor Customer: 500002609 Legal Name: ROBERT PROVO

Document Vendor Line Number	Vendor Customer	Legal Name	Billing Profile	Written-off Amount
1	500002609	ROBERT PROVO	CBBOT	\$0.00

From 1 to 1 Total: 1

First Previous Next Last

Show Lines: 10 Go to line: Go Export to CSV

List View

General Information Billing / Collection Information Employee Information

Vendor Customer: 500002609

Billing Profile: CBBOT

Legal Name: ROBERT PROVO

Alias/DBA:

Traveler ID:

Merchant ID:

Address Code: A0001

Address Line 1: 1864 W REMINGTON DR

Address Line 2:

City: CHANDLER

State: Arizona

Zip: 85286

Country: USA

County:

Vendor Contact ID: C0001

Vendor Contact Name: ROBERT PROVO

Vendor Contact Phone:

Vendor Contact Phone Ext.:

Vendor Contact Email:

Fax:

Fax Extension:

Web Address http://:

Misc Account: ☐

Receivable Type: Regular

AR Dept: ADA

AR Unit: ALL

2. In the **General Information** tab, in the **Vendor Customer** field, enter the Vendor/Customer ID from **your training card**
3. In the **Billing Profile** field, enter the data from **your student data card**
4. Click **Save**. The Address ID, Contact ID, AR Dept, and AR Unit fields will auto populate

Complete the **Accounting** component of the document.

1. At the bottom of the page, click the **Accounting** component to expand that section

Insert New Line Insert Copied Line Edit with Grid

2. At the bottom of the page, click **Insert New Line**

Please note: If you enter text in the Line Description field, this will appear on the invoice.



General Information	Reference	Fund Accounting	Detail Accounting	Additional Information	Extended Description
Event Type: AR01		Budget FY:			
Line Type: A		Fiscal Year:			
Line Type Name:		Period:			
Accounting Template:		Billing Rate:			
Line Description:		Quantity:			
Line Amount: \$500.00		Unit of Measure:			
Line Closed Amount: \$0.00		Reason:			
Line Closed Date:		Dispute: Not Applicable			
Roll Indication 1: <input type="checkbox"/>		Reclassification Date:			
Roll Indication 2: <input type="checkbox"/>		Reclassification Held: <input type="checkbox"/>			
		Trip ID:			
		Date of Service:			
		Assessment ID:			
		Tax Percentage:			

3. In the **Line Amount** field, enter **500**
4. Click **Save**. The Event Type field defaults to AR01 and the Line Type defaults to A (Principal)

Click the **Fund Accounting** tab.

General Information	Reference	Fund Accounting	Detail Accounting	Additional Information	Extended Description
Fund: 9001		Department: 101		OBSA:	
Sub Fund: 9001		Unit: 0101		Sub OBSA:	
Object:		Sub Unit:		Dept Object:	
Sub Object:		Appr Unit: 1010000		Dept Revenue:	
Revenue: 4339		BSA:			
Sub Revenue:		Sub BSA:			

1. In the **Fund** field, enter the data from *your student data card*
2. In the **Sub Fund** field, enter the data from *your student data card*
3. In the **Revenue** field, enter **4339**
4. In the **Department** field, enter the data from *your student data card*
5. In the **Unit** field, enter the data from *your student data card*
6. In the **Appr Unit** field, enter the data from *your student data card*



Click the **Detail Accounting** tab.

1. In the **Activity** field, enter the data from *your student data card*
2. In the **Task** field, enter the data from *your student data card*
3. In the **Sub Task** field, enter the data from *your student data card*

Check the **RE** document for errors and submit it.

4. Click **Validate** to check for errors. If any errors exist, correct the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **Document validated successfully**

Click the **Posting** section.

Line	Function	Debit Posting	Credit Posting	Debit Posting Name	Credit Posting Name	Debit Amount	Credit Amount
1	Standard	R001	R002	Billed E Rec	External BER	\$500.00	\$500.00

Click the **Eye** icon. Review and verify the posting line generated correctly reflect the values entered on the Accounting section.

Run Time/Date: 04/19/2015	Budget FY: 2015
Record Date: 04/06/2015	Fiscal Year: 2015
Journal Posting: Not Ready	Period: 10
Budget Posting: Not Ready	Post Pair ID: A
Bank Account: BK01	Line Amount: (\$500.00)
BSA Type Indicator:	Posting Amount: (\$500.00)
OBSA Type Indicator: Asset	Closed Amount: \$0.00
Debt ID:	

Click **Submit** to submit the document for approval. If submission is successful, the following message is displayed in the upper left corner of the screen: **Document submitted successfully**.

Click **Home** in the Primary Navigation Panel to return to the Home Page



Bill a Vendor for Refund

When a vendor is overpaid or a return is processed, a Receivable (RE) based document can be created to bill the vendor for a refund of the amount owed. The vendor must be set up as a customer on the Vendor Customer table in order to create a Receivable for an amount owed by a vendor. For a vendor refund Receivable, the data entry requirements are mostly the same, except that the Event Type and Chart of Accounts elements required are different from a standard Receivable.

In the Accounting section, the following Event Type should be used:

- **AR31** – Bill Vendor Refund – Non Budgetary, posts to a balance sheet account, credits the expected refund to a holding account; requires Fund and BSA

All other document data entry requirements are identical. Following completion of data entry, the document is validated and submitted to workflow for approval.

Create a Receivable from a Template

It is possible to create a Receivable document that is based on a template that was previously created and saved in AFIS. The template stores all commonly used information, and only that information that is unique to the document needs to be entered in order to complete the document.



Create a Receivable Document from a Template

Scenario

You received a request to create a Receivable that is nearly identical to a Receivable you create every month for the same customer. You will use a template you created previously as the basis for the new Receivable Document.

Login to **AFIS**. Navigate to the **Document Catalog** and locate the **Receivable** template.

1. In the Secondary Navigation Panel, click **Search**
2. Click **Document Catalog**

Document Catalog

[Create](#)

Document Identifier

Code: Unit:
Dept.: ID:

User Information

Create User ID: Create Date:

Document State

Function: Status:
Phase:

[Browse](#) [Clear](#)

[Open](#) [Validate](#) [Submit](#) [Copy](#)

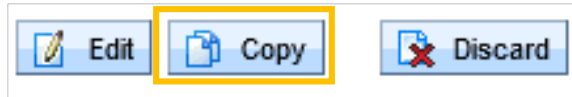
[Menu](#)

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	RE	101		ST1 4.6	No	1	New	Template	Held	11/1/14	Training5	\$500.00	Yes

First Prev Next Last

3. In the **Code** field, enter **RE**
4. In the **Dept** field, enter the data from ***your student data card***
5. Click **Document State**, to expand that section
6. In the **Phase** field, select **Template** from the drop down menu
7. Click **Browse**.
8. In the results in the grid below, click the **ID** link for Activity 4.6 for the RE document template to open the template

Create a new **Receivable** based on the template.



1. In the template, at the bottom of the screen click **Copy**

Copy Document

Source Document

Document Code : RE

Document Department Code : 101

Document Unit Code :

Document ID : ST1 4.6

Target Document

Document Code : RE

Document Department Code : 101

Document Unit Code :

Document ID :

Auto Numbering : ☒

Create Template : ☐

[Copy Document](#) [Cancel](#)

2. In the Copy Document screen, in the **Document Department Code** field, enter the data from *your student data card*
3. Check the **Auto Numbering** check box
4. Click **Copy Document**. The document is created with a Document ID, and shown as Ver: 1, Function: New, Phase: Draft



Complete the **Receivable** document.

1. In the Header section, in the **Document Description** field, enter **Monthly bill**
2. Click the **Vendor** section

Vendor Total Lines: 1 Document Vendor Line Number: 1 Vendor Customer: Legal Name:

Document Vendor Line Number	Vendor Customer	Legal Name	Billing Profile	Written-off Amount
1				\$0.00

From 1 to 1 Total: 1 First Previous Next Last Show Lines: 10 Go to line: Go Export

General Information Billing / Collection Information Employee Information

Vendor Customer: VC000000176 Vendor Contact ID:

Billing Profile: ST01 Vendor Contact Name:

Legal Name: Student 1 Inc. Vendor Contact Phone:

Alias/DBA: Vendor Contact Phone Ext.:

Traveler ID: Vendor Contact Email:

Merchant ID: Fax:

Address Code: AD001 Fax Extension:

Address Line 1: 9192 E San Salvador Drive Web Address http://:

Address Line 2: Misc Account:

City: Scottsdale Receivable Type: Regular

State: Arizona AR Dept:

Zip: 85258 AR Unit:

Country: USA

County:

3. Verify the information has copied over from the template
4. Click the **Accounting** section

Accounting Total Lines: 1 Accounting Line: 1 Line Amount: \$500.00 Line Closed Amount: \$0.00

Accounting Line	Line Amount	Line Closed Amount	Event Type
1	\$500.00	\$0.00	AR01

From 1 to 1 Total: 1 First Previous Next Last Go to line: Go

List View

General Information Reference Fund Accounting Detail Accounting Additional Information Extended Description

Event Type: AR01 Budget FY:

Line Type: A Fiscal Year:

Line Type Name: Principal Period:

Accounting Template: Billing Rate:

Line Description: Quantity:

Line Amount: \$500.00 Unit of Measure:

Line Closed Amount: \$0.00 Reason:

Line Closed Date: Dispute: Not Applicable

Roll Indication 1: Reclassification Date:

Roll Indication 2: Reclassification Held:

Trip ID:

Date of Service:

Assessment ID:

Tax Percentage:

6. Verify the information has copied over from the template



- Click **Save**

Check the **RE** document for errors and submit it.

- Click **Validate** to check for errors. If any errors exist, correct the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **Document validated successfully**
- Click **Submit** to submit the document for approval. If submission is successful, the following message is displayed in the upper left corner of the screen: **Document submitted successfully**
- Click **Home** in the Primary Navigation Panel to return to the Home Page

One-Time / Miscellaneous Customer Receivable

When creating a Receivable (RE) based document for a one-time or miscellaneous customer, the miscellaneous customer code is entered in the Vendor section. This requires that the user enters the necessary billing and contact information for the customer since none of that information will be inferred from the customer code. Receivables that use miscellaneous customers do not update the CUSTA and CUSTS billing tables.

A Statewide miscellaneous customer code of MISCCUSTOM is available in AFIS. The Department can link this customer code with a department billing profile in the CACT table, to create a customer account.



Create a Receivable Document for a One-Time Customer

Scenario

You received a request to create a Receivable to record \$500 worth of services your department provided to a customer. The customer does not exist in AFIS, so you will create the Receivable using the Miscellaneous Customer Code, which will allow you to enter the name and address for the customer.

Login to **AFIS**. Navigate to the **Document Catalog** and create a **Receivable** document.

- In the Secondary Navigation Panel, click **Search**
- Click **Document Catalog**
- Click **Create**



4. In the **Code** field, enter **RE**
5. In the **Dept** field, enter the data from ***your student data card***
6. Check the **Auto Numbering** check box
7. Click **Create**. The document is created with a Document ID, and shown as Ver: 1, Function: New, Phase: Draf

Complete the **Header** section of the document.

1. In the **Document Name** field, enter **Training Example**
2. In the **Document Description** field, enter **Bill for services provided**

Complete the **Vendor** section of the document.

1. At the bottom of the page, click the **Vendor** component to expand that section

2. In the General Information tab, in the **Vendor Customer** field, enter **VC0000000142**
3. In the **Billing Profile** field, enter the data from ***your student data card***
4. In the **Legal Name** field, enter your ***name***



5. In the **Address Line 1** field, enter *a random fictitious address*
6. In the **City** field, enter *a random fictitious city*
7. In the **State** drop down menu, select *Arizona*
8. In the **Zip** field, enter *a random fictitious zip*
9. Click **Save**
10. Observe that the **Misc. Account** check box is checked

Complete the **Accounting** component of the document.

1. At the bottom of the page, click the **Accounting** component to expand that section

2. At the bottom of the page, click **Insert New Line**
3. In the **Line Amount** field, enter **500**

Click the **Fund Accounting** tab.

1. In the **Fund** field, enter the data from *your student data card*
2. In the **Sub Fund** field, enter the data from *your student data card*
3. In the **Revenue** field, enter **4339**
4. In the **Department** field, enter the data from *your student data card*
5. In the **Unit** field, enter the data from *your student data card*



6. In the **Appr Unit** field, enter the data from *your student data card*

Click the **Detail Accounting** tab.

General Information	Reference	Fund Accounting	Detail Accounting	Additional Information	Extended Description
Location:			Reporting:		Major Program:
Sub Location:			Sub Reporting:		Program:
Activity:	123456		Task:	101000	Phase:
Sub Activity:			Sub Task:	987654	Program Period:
Function:	1015205		Task Order:		
Sub Function:					

1. In the **Activity** field, enter the data from *your student data card*
2. In the **Function** field, enter the data from *your student data card*
3. In the **Task** field, enter the data from *your student data card*
4. In the **Sub Task** field, enter the data from *your student data card*

Check the **RE** document for errors and submit it.

1. Click **Validate** to check for errors. If any errors exist, correct the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **Document validated successfully**
2. Click **Submit** to submit the document for approval. If submission is successful, the following message is displayed in the upper left corner of the screen: **Document submitted successfully**
3. Click **Home** in the Primary Navigation Panel to return to the Home Page



Summary Receivable

A summary receivable is a Receivable document with the Receivable Type of Summary which does not require a Billing Profile. Summary receivables are used to facilitate budget control and for reporting. In order to create a summary receivable, a Miscellaneous customer must be configured in AFIS. They do not generate a bill, are not eligible for finance charge accrual, and are not picked up in the past-due collection process. They also do not appear on the CUSTS and CUSTA tables.

The **Receivable Type** field is located in the Vendor section of the Receivable document. When the Receivable Type is set to Summary, the Suppress Invoice Billing and Suppress Auto Fin Charge check boxes are automatically checked.

Vendor

Total Lines: 1 Document Vendor Line Number: 1 Vendor Customer: MISCCUSTOM Legal Name:

Document Vendor Line Number	Vendor Customer	Legal Name	Billing Profile	Written-off Amount
1	MISCCUSTOM			\$0.00

From 1 to 1 Total: 1

Show Lines: 10 Go to line: Go Export to

List

General Information Billing / Collection Information Employee Information

Vendor Customer: MISCCUSTOM

Billing Profile:

Legal Name:

Alias/DBA:

Traveler ID:

Merchant ID:

Address Code:

Address Line 1:

Address Line 2:

City:

State:

Zip:

Country:

County:

Vendor Contact ID:

Vendor Contact Name:

Vendor Contact Phone:

Vendor Contact Phone Ext.:

Vendor Contact Email:

Fax:

Fax Extension:

Web Address http://:

Misc Account: ☒

Receivable Type: Regular

AR Dept: AAA

AR Unit: ALL

Create a Recurring Receivable

Departments may need to create Receivable (RE) based document for the same customer(s) on a recurring basis (weekly, monthly, yearly). For these types of receivables, a recurring Receivable may be created, eliminating the need to re-enter information on RE based documents on a regular basis. This process uses the Future Document Triggering table.

Future Document Triggering Table

Once an RE based document is completed, validated, and submitted, it is routed to workflow for approval. When all approvals are applied the document moves to a Final phase. Documents in a Final state can be used to set up a recurring Receivable on the Future Document Triggering (FDT) table.



Future Document Triggering

[Menu](#) [Back](#)

	Code	Doc Dept	ID	Version	Gen Doc Id	Start Date	End Date	Status	Document Prefix
✓	RE	101	201500000241	1				Ready	

First Prev Next Last

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Search](#) [View Log](#)

Code : RE

Doc Dept : 101

ID : 201500000241

Version : 1

Start Date :

End Date :

Frequency Type 1 :

Frequency Type 2 :

Frequency Type 3 :

Trigger Type : ☒ Recurring
☐ JV Reversal
☐ Reclassification

Expire Date :

Active : ☒

Carry Forward Amount : ☐

Hold Document : ☐

Bypass Approvals : ☐

Document Prefix :

Users with proper security authorization may access and update the FDT table using the RE based document's Document Menu. From that option, the user is directed to the Future Document Triggering page. Document information is inferred to a new record.

The FDT table has the ability to create documents in Draft/Held status by selecting the Hold Document check box. This gives the user the opportunity to review the RE based document before submitting it for approval. Otherwise, the recurring RE based document(s) is submitted and routed for approval during the nightly cycle. A subset of users with access to the FDT table also has access to select the Bypass Approvals check box. If selected, the recurring RE based document is submitted to Final during the nightly cycle.

The following fields determine the frequency of recurrence:

- **Frequency Type 1** – Choose: One-time future, Weekly, Monthly by Day, Monthly by Date
- **Frequency Type 2** – Indicate the weekly or monthly recurrence pattern
- **Frequency Type 3** – Specify the day of the week, day of the month, or date in the month

The following fields specify additional information for the record:

- **Recurring** – This radio button is automatically populated on a new record
- **Start Date** – The date the recurring RE based document should start
- **End Date** – The date the recurring RE based document should end; will not allow an end date beyond the current fiscal year
- **Expire Date** – The date the trigger record will be removed from online view; if left blank, this will calculate 6 months from the Start Date
- **Carry Forward Amount** – Select if the Line Amount field on the original document should be copied forward to recurring documents



Once the nightly Future Document Triggering job is complete, users will be able to check for the recurring documents on the FDT table, by searching for the original Receivable. All related recurring Receivable's will be listed in the grid on the FDT table. The Page Search function or Jump to field can be used to go directly to the FDT table.



Setup a Recurring RE Document

Scenario

You received a request to setup a recurring Receivable Document for a customer that needs to be billed on the first day of every month for the next year.

Login to **AFIS**. **Locate** and **open** the **Final RE Document** in the **Document Catalog**.

1. In the Secondary Navigation Panel, click **Search**
2. Click **Document Catalog**
3. In the **Code** field, enter **RE**
4. In the **Dept** field, enter the data from *your student data card*
5. In the **ID** field, enter the data from *your student data card*
6. Click **Browse**
7. Click the **ID** link for the document in the results. The document opens

Navigate to the **Future Document Triggering** table.

The screenshot shows the AFIS web application interface. At the top, there's a navigation bar with the AFIS logo and various utility links like 'Jump to', 'Go', 'Home', 'Personalize', 'Accessibility', 'App Help', and 'About'. Below this is a breadcrumb trail: 'Welcome, Student 1' > 'Procurement' > 'Budgeting' > 'Accounts Receivable' > 'Accounts Payable'. A status bar indicates 'View All 1 of 2 | Document submitted successfully'. The main content area displays document details for 'Receivable(RE)' with fields for 'Dept: 101', 'ID: 201500000241', 'Ver.: 1', 'Function: New', and 'Phase: Final'. A 'Document Menu' is open, showing options like 'Add to Favorites', 'Page Help', 'Document Comments', 'Document Attachments', 'Document History', 'Document References', 'Document Future Triggering' (highlighted), and 'Document Forms'. The background shows a table with columns for 'Line', 'Function', 'Debit Posting', 'Credit Posting', 'Debit Amount', and 'Credit Amount'. The first line item is '1' with 'Standard' function, 'R001' debit posting, and 'R002' credit posting, with a debit amount of \$500.00 and a credit amount of \$500.00.

1. In the RE document, click **Document Menu** drop-down
2. In the Document Menu, select **Document Future Triggering**



Create a record on the **FDT** table.

Future Document Triggering [Menu](#) [Back](#)

	Code	Doc Dept	ID	Version	Gen Doc Id	Start Date	End Date	Status	Document Prefix
✓	RE	101	201500000241	1				Ready	

First Prev Next Last

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Search](#) [View Log](#)

Code : RE
 Doc Dept : 101
 ID : 201500000241
 Version : 1
 Start Date : 4/17/2015
 End Date :
 Frequency Type 1 : Monthly By Date
 Frequency Type 2 : Every month
 Frequency Type 3 : 1st

Trigger Type : ☒ Recurring
☐ JV Reversal
☐ Reclassification
 Expire Date :
 Active : ☒
 Carry Forward Amount : ☐
 Hold Document : ☒
 Bypass Approvals : ☐
 Document Prefix :

1. Click **Insert**. The Doc Code, Doc Dept, and Doc ID fields are auto populated with the RE document information. The Recurring radio button is automatically checked
2. In the **Start Date** field, enter **today's date**
3. In the **Frequency Type 1** field drop down menu, select **Monthly by Date**
4. In the **Frequency Type 2** field drop down menu, select **Every Month**
5. In the **Frequency Type 3** field drop down menu, select **1st**
6. Select the **Hold Document** check box to enable a review of the document before it is submitted
7. Click **Save**. The Active check box is checked. The Carry Forward Amount check box is not checked
8. Click **Back** to return to the document
9. Click the **Home** in the Primary Navigation Panel to return to the Home Page

Research Receivables

Receivable documents are tracked on the Customer Account Information (CUSTA), Customer Information (CUSTS), and Receivable Search (RESTA) tables. The CUSTA table has drill down features (magnifying glass) that can be used to research the specific documents that have impacted certain field amounts. Clicking the magnifying glass icon next to a field will direct the user to the Detailed Transaction Listing page.



Research Receivables and Customer Accounts

Scenario

You want to check the accounting impact of Receivables for customer accounts on the CUSTA, CUSTS and RESTA tables.

Login to **AFIS**. **Navigate** to the **CUSTA** and review the updates.

1. In the **Jump to** field, enter **CUSTA**
2. Click **Go**. The Customer Account Information table opens along with a Search pop up window

Customer Account Information

Menu Back

Customer	Name	Billing Profile	Department	Unit	Outstanding Balance
✓ VC000000176	Student 1 Inc.	ST01	100	ALL	\$1,200.00
VC000000176	Student 1 Inc.	ST01	101	ALL	\$8,750.00

First Prev Next Last

Search

Current Balance

Customer: VC000000176

Name: Student 1 Inc.

Billing Profile: ST01

Central Statement: ☐

Department: 100

Unit: ALL

Unliquidated Amount: \$1,200.00

Liquidated Amount: \$0.00

Collected Amount: \$0.00

Payment within Tolerance Amount: \$0.00

Outstanding Balance: \$1,200.00

Written Off Amount: \$0.00

Unreserved Credit Balance: \$0.00

Reserved Credit Balance: \$0.00

Earned Unliquidated Rec: \$1,200.00

Earned Liquidated Rec: \$0.00

Earned Collected: \$0.00

Unearned Unliquidated Rec: \$0.00

Unearned Liquidated Rec: \$0.00

Unearned Collected: \$0.00

Refund Unliquidated Rec: \$0.00

Refund Liquidated Rec: \$0.00

Refund Collected: \$0.00

Deposit Unliquidated Rec: \$0.00

Deposit Liquidated Rec: \$0.00

Deposit Collected: \$0.00

Third Party Code:

Third Party Unliquidated Rec: \$0.00

Third Party Liquidated Rec: \$0.00

Third Party Collected: \$0.00

Credit History

Top

Unreserved Credit Balance

Reserved Credit Balance

3. In the Search window, in the **Customer** field, enter the **Vendor/Customer ID** from **your training card**
4. In the **Billing Profile** field, enter the data from **your student data card**
5. Click **Ok**. The CUSTA records for the customer and billing profile are displayed



- Review the record; observe the Earned Unliquidated Rec field
- Click the **Magnifying Glass** icon next to the Earned Unliquidated Rec field. The Detailed Transaction Listing is displayed

Detailed Transaction Listing						
	Customer	Billing Profile	Department	Unit	Document Identifier	Earned Unliquidated Rec
✓	VC000000176	ST01	101	ALL	RE 101 201500000239	\$500.00
	VC000000176	ST01	101	ALL	RE 101 STU 1 5.3	\$1,000.00
	VC000000176	ST01	101	ALL	RE 101 ST 1 5.2	\$750.00
	VC000000176	ST01	101	ALL	RE 101 STU 1 4.9	\$500.00
	VC000000176	ST01	101	ALL	RE 101 STU 1 4.6	\$500.00
	VC000000176	ST01	101	ALL	RE 101 STU 1 5.4	\$1,500.00
	VC000000176	ST01	101	ALL	RE 101 STU 1 8.2	\$850.00
	VC000000176	ST01	101	ALL	RE 101 STU 1 9.2	\$3,150.00

First Prev Next Last [Download](#)

- Click **Ok** to return to the CUSTA table

Navigate to and review the **CUSTS** updates.

- In the **Jump to** field, enter **CUSTS**
- Click **Go**. The Customer Information table opens along with a Search pop up window
- In the Search window, in the **Customer** field, enter the Vendor/Customer ID from **your student data card**

Customer Information					
	Customer	Name	Department	Unit	Outstanding Balance
✓	VC000000176	Student 1 Inc.	100	ALL	\$1,200.00
	VC000000176	Student 1 Inc.	101	ALL	\$8,750.00

First Prev Next Last

[Search](#)

Customer : VC000000176

Name : Student 1 Inc.

▼ **Current Balance**

Department :	100	Earned Unliquidated Rec :	\$1,200.00
Unit :	ALL	Earned Liquidated Rec :	\$0.00
Unliquidated Amount :	\$1,200.00	Earned Collected :	\$0.00
Liquidated Amount :	\$0.00	Unearned Unliquidated Rec :	\$0.00
Collected Amount :	\$0.00	Unearned Liquidated Rec :	\$0.00
Payment within Tolerance Amount :		Unearned Collected :	\$0.00
Outstanding Balance :	\$1,200.00	Refund Unliquidated Rec :	\$0.00
Written Off Amount :	\$0.00	Refund Liquidated Rec :	\$0.00
Unreserved Credit Balance :	\$0.00	Refund Collected :	\$0.00
Reserved Credit Balance :	\$0.00	Deposit Unliquidated Rec :	\$0.00
		Deposit Liquidated Rec :	\$0.00
		Deposit Collected :	\$0.00



4. Click **Ok**
5. Review the record; observe the values in the balance fields

Receivable Modification

Learning Objectives

In this lesson, you will:

- Create a modified Receivable
- Modify a Receivable for customer dispute
- Cancel a Receivable

Lesson Overview

Receivable (RE) based documents must be corrected when they contain incorrect data. This is often accomplished through a modification of the document. Modifications can change the dispute status, dollar amounts, and accounting details. In a Final State Receivable, some values cannot be modified, such as the customer and billing profile. In such cases, the document must be canceled and recreated.

Receivable Modification

An agency may need to modify an RE based document to correct accounting errors, add customer dispute information, or to modify amounts. Users modify an existing document by clicking the Edit button from inside the document. This creates a new version of the document, in Draft phase. Version numbers are assigned automatically, in sequential order.

Line Amounts

The Receivable Line Amount can be changed by entering the correct value on the affected Accounting line. The Line Amount can be reduced by an amount equal to or less than the Outstanding Amount shown on the Additional Information tab. For example, if \$25 has already been collected against a \$100 Receivable Accounting line, the line can be reduced by up to \$75. The Line Amount can be increased at any time by any amount.

Event Types and Chart of Accounts Elements

To change the Event Type and Chart of Accounts elements, the current Accounting line must be closed and a new line created with the correct values. The line is closed by reducing the Line Amount by the current Outstanding Amount. If the line has been partially closed, there is no change to the Posting lines of the closed amount.



Accounting Lines

New lines may also be added to the RE document through a modification. In the Accounting section, the Insert New Line button creates a new blank line. Alternatively, the copy and paste features can be used to create a new line from an existing line.

Lines can be closed on the document by changing the Line Amount to zero.

Adjustment Reason

When completing an RE modification, each Accounting line that is changed requires a valid Reason code in order to validate and submit the document. The Reason code specifies the reason for the modification and helps in the document review process.



Create a Receivable Modification to Correct Forms

Scenario

Errors have been discovered in a Final State Receivable Document. You will create a modification to correct the errors and submit the document.

Login to **AFIS**. **Search** for an existing **Receivable** document.

1. In the Secondary Navigation Panel, click **Search**
2. Click **Document Catalog**

Document Catalog

[Create](#)

Document Identifier

Code : Unit :

Dept. : ID :

User Information

Document State

[Browse](#) [Clear](#)

[Open](#) [Validate](#) [Submit](#) [Copy](#)

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	RE	101		ST 1 5.2	No	1	New	Final	Submitted	10/24/14	Training5	\$750.00	Yes

First Prev Next Last

[Menu](#)

3. In the **Code** field, enter **RE**
4. In the **Dept** field, enter the data from ***your student data card***
5. In the **ID** field, enter the data from ***your student data card***
6. Click **Browse**. Then **Click** the document **ID** link to open the document



Create a new **Draft** version of the **Receivable** document.

1. At the bottom of the document, click **Edit**

Observe that a new document has been created, with a Version: 2, Function: Modification and Phase: Draft.

Welcome, Student 1	Procurement	Budgeting	Accounts Receivable	Accounts Payable
Receivable(RE)	Dept: 101	ID: ST 1 5.2	Ver.: 2	Function: Modification
			Phase: Draft	Modified by Student1 , 04/06/2015

Correct the **Accounting** information in the document.

1. Click the **Accounting** section to expand that section

Accounting				
Total Lines: 1	Accounting Line: 0	Line Amount:	Line Closed Amount: \$0.00	
Accounting Line	Line Amount	Line Closed Amount	Event Type	
0			\$0.00	
From 1 to 1 Total: 1				
First Previous Next Last				
Show Lines: 10 Go to line: Go Export to CSV				
List View				
General Information Reference Fund Accounting Detail Accounting Additional Information Extended Description				
<div> <div> Event Type: <input type="text"/> Line Type: <input type="text"/> Line Type Name: <input type="text"/> Accounting Template: <input type="text"/> Line Description: <input type="text"/> Line Amount: <input type="text"/> Outstanding Amount: <input type="text"/> Line Closed Amount: \$0.00 Line Closed Date: <input type="text"/> Roll Indication 1: <input type="checkbox"/> Roll Indication 2: <input type="checkbox"/> </div> <div> Budget FY: <input type="text"/> Fiscal Year: <input type="text"/> Period: <input type="text"/> Billing Rate: <input type="text"/> Quantity: <input type="text"/> Unit of Measure: <input type="text"/> Reason: REDRE Dispute: <input type="text"/> Reclassification Date: <input type="text"/> Reclassification Held: <input type="checkbox"/> Trip ID: <input type="text"/> Date of Service: <input type="text"/> Assessment ID: <input type="text"/> Tax Percentage: <input type="text"/> PO Number: <input type="text"/> Sales Order Number: <input type="text"/> </div> </div>				

2. In the grid, observe the existing Accounting lines
3. In the details for the first Accounting line, in the **Line Amount** field, change the value to **400**
4. In the **Reason** field, select **REDRE** (Reduce Receivable Amount) from the pick list

Change the **Line Type** for the second Accounting line.

1. In the **Accounting line** grid, click the Second Accounting line to display the details for that line
2. In the **Line Type** field, select **D** (Admin Fee) from the pick list

General Information			Reference			Fund Accounting			Detail Accounting			Additional Information			Extended Description		
Fund:	9001		Department:	101		OBSA:											
Sub Fund:	9001		Unit:	0101		Sub OBSA:											
Object:			Sub Unit:			Dept Object:											
Sub Object:			Appr Unit:	1010000		Dept Revenue:											
Revenue:	4314		BSA:														
Sub Revenue:			Sub BSA:														



3. In the **Reason** field, select **RECLASS** (Reclassification) from the pick list
4. Click the **Fund Accounting** tab
5. In the **Revenue** field, enter **4314**

Check the **RE** modification document for errors and submit it.

1. Click **Validate** to check for errors. If any errors exist, correct the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **Document validated successfully**
2. Click **Submit** to submit the document for approval. If submission is successful, the following message is displayed in the upper left corner of the screen: **Document submitted successfully**
3. Click the **Home** in the Primary Navigation Panel to return to the Home Page.

Navigate to and review the **RESTA** updates.

1. In the **Jump to** field, enter **RESTA**
2. Click **Go**. The Receivable Search page opens
3. In the **Customer** field, enter the Vendor/Customer ID from *your student data card*
4. Click **Browse**

Receivable Search [Menu](#) [Back](#)

[Browse](#) [Clear](#)

Customer: Outstanding:

Name: Collection Status:

Taxpayer Identification Number: Intercept Status:

Billing Profile: Write-off Status:

AR Dept: Dispute Status:

AR Unit: Payment Plan:

Doc ID:

Due:

Dept	Doc ID	Customer	Name	Billing Profile	Due	Outstanding
✓ 101	201500000239	VC000000176	Student 1 Inc.	ST01	04/06/2015	\$500.00
101	ST 1.5.2	VC000000176	Student 1 Inc.	ST01	11/01/2014	\$750.00
101	STU 1.1.2	VC000000176	Student 1 Inc.	ST01	10/23/2014	\$1,200.00
101	STU 1.4.6	VC000000176	Student 1 Inc.	ST01	11/01/2014	\$500.00
101	STU 1.4.9	VC000000176	Student 1 Inc.	ST01	11/01/2014	\$500.00
101	STU 1.5.3	VC000000176	Student 1 Inc.	ST01	11/01/2014	\$1,000.00
101	STU 1.5.4	VC000000176	Student 1 Inc.	ST01	10/27/2014	\$1,500.00
101	STU 1.8.2	VC000000176	Student 1 Inc.	ST01	10/27/2014	\$850.00
101	STU 1.9.2	VC000000176	Student 1 Inc.	ST01	10/24/2014	\$0.00

First Prev Next Last

[Receivable History and Reference Query](#)

Review the records, using the navigation buttons below the grid to look through the documents.



Observe the information displayed in the Due and Outstanding columns for each document in the results.

	Dept	Doc ID	Customer	Name	Billing Profile	Due	Outstanding
✓	101	201500000239	VC000000176	Student 1 Inc.	ST01	04/06/2015	\$500.00
	101	ST 1 5.2	VC000000176	Student 1 Inc.	ST01	11/01/2014	\$750.00
	101	STU 1 1.2	VC000000176	Student 1 Inc.	ST01	10/23/2014	\$1,200.00
	101	STU 1 4.6	VC000000176	Student 1 Inc.	ST01	11/01/2014	\$500.00
	101	STU 1 4.9	VC000000176	Student 1 Inc.	ST01	11/01/2014	\$500.00
	101	STU 1 5.3	VC000000176	Student 1 Inc.	ST01	11/01/2014	\$1,000.00
	101	STU 1 5.4	VC000000176	Student 1 Inc.	ST01	10/27/2014	\$1,500.00
	101	STU 1 8.2	VC000000176	Student 1 Inc.	ST01	10/27/2014	\$850.00
	101	STU 1 9.2	VC000000176	Student 1 Inc.	ST01	10/24/2014	\$0.00

First Prev Next Last

[Receivable History and Reference Query](#)

1. Click a **Doc ID** link in the grid to open that document
2. Review the document
3. Click **Close**
4. Click the **Home** in the Primary Navigation Panel to return to the Home Page

Modify Receivable for Dispute

A department may need to record a customer that is in dispute by modifying the Receivable's Document Dispute Status field in the Header section to Disputed. In the Vendor section, on the Billing/Collection tab, the Suppress Auto Fin Charge check box must be checked and a Reason code must be entered on each Accounting line. If the Auto Fin Charge should still apply, do not check this box and instead, apply an override to the document to override the error requiring this.



Modify a Receivable to Record Dispute

Scenario

A customer has disputed a bill they received. You need to update the Receivable Document in AFIS to reflect the dispute.

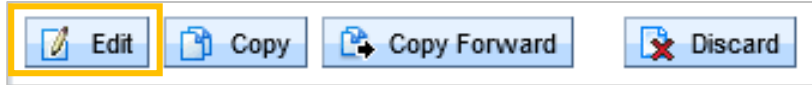
Login to **AFIS**. Search for an existing **Receivable** Document.

1. In the Secondary Navigation Panel, click **Search**
2. Click **Document Catalog**
3. In the **Code** field, enter **RE**
4. In the **Dept** field, enter the data from **your student data card**



5. In the **Doc ID** field, enter the data from *your student data card*
6. Click **Browse**
7. Click the document **ID** link to open the document

Create a new Draft version of the Receivable document.



1. At the bottom of the document, click **Edit**
2. Observe that a new document has been created, with a Version: 2, Function: Modification and Phase: Draft

Complete the **Header** section of the document.

1. In the **Document Description** field, enter *Customer disputes bill*
2. In the **Document Dispute Status** field, select *Disputed* from the drop down menu



Complete the **Vendor** section of the document. Click the **Vendor** section to expand that section.

Vendor						Total Lines: 1	Document Vendor Line Number: 1	Vendor Customer: VC000000176	Legal Name: Student 1 Inc.
Document Vendor Line Number	Vendor Customer	Legal Name	Billing Profile	Written-off Amount					
1	VC000000176	Student 1 Inc.	ST01	\$0.00					

From 1 to 1 Total: 1

First Previous Next Last

Go to line: Go

List View

General Information **Billing / Collection Information** Employee Information

Due Date: 11/01/2014	Collection Status: Not Applicable
Invoice Print Date: 11/01/2014	Write-off Status: Not Applicable
Billing Location: Customer Only	Intercept Status: Not Applicable
Collection Cycle: STCYC	Payment Plan: <input type="checkbox"/>
Invoice Instruction:	Legal Action: <input type="checkbox"/>
	Bankruptcy: <input type="checkbox"/>
	Suppress Invoice Billing: <input type="checkbox"/>
	Suppress Past Due Invoice Billing: <input type="checkbox"/>
	Suppress Auto Fin Charge: <input checked="" type="checkbox"/>
	Written-off Amount: \$0.00

1. Click the **Billing/Collections** tab
2. Check the **Suppress Auto Fin Charge** check box



Complete the **Accounting** section of the document. Click the **Accounting** section to expand that section.

Accounting				
Total Lines: 1		Accounting Line: 1		Line Amount: \$1,000.00
Line Closed Amount: \$0.00				
Accounting Line	Line Amount	Line Closed Amount	Event Type	
1	\$1,000.00	\$0.00	AR01	
From 1 to 1 Total: 1				
<div>First Previous Next Last</div> <div>Go to line: <input type="text"/> Go</div>				
<div>List View</div>				
<div>General Information Reference Fund Accounting Detail Accounting Additional Information Extended Description</div>				
<div> <div> Event Type: AR01 </div> Line Type: A </div> <div> Line Type Name: Principal</div> <div> Accounting Template: </div> <div> Line Description: <div></div></div> <div> Line Amount: \$1,000.00</div> <div> Line Closed Amount: \$0.00</div> <div> Line Closed Date:</div> <div> Roll Indication 1: <input type="checkbox"/></div> <div> Roll Indication 2: <input type="checkbox"/></div>				

Budget FY: 2015

Fiscal Year:
Period:
Billing Rate:
Quantity:

Reason: RECLASS

Reclassification Date:

Trip ID:

Date of Service:

1. In the **Reason** field, select **RECLASS** (Reclassification) from the pick list

Check the **RE** modification document for errors and submit it.

1. Click **Validate** to check for errors. If any errors exist, correct the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **Document validated successfully**
2. Click **Submit** to submit the document for approval. If submission is successful, the following message is displayed in the upper left corner of the screen: **Document submitted successfully**.
3. Click **Home** in the Primary Navigation Panel to return to the Home Page

Receivable Cancellation

In AFIS, the Discard feature is used to either remove a draft version of a document completely or to cancel a document in a Final phase. Cancelling a Final phase document will reverse the accounting impact and customer tracking updates however, the document will remain in the system. Cancellation is not used for Write-Off purposes; see Section 9 of this guide for procedures to Write-Off Uncollectible Amounts.

Discard a Draft Document

To remove a draft version of a document, open the document and click Discard. A prompt appears to confirm the action. Clicking Ok will close and remove the draft from AFIS.



Cancel a Final Document

There are times when a Receivable document must be cancelled. For example, if the wrong customer or billing profile were entered on the RE based document, it must be cancelled and recreated using the correct information. Receivables that have been referenced by another document cannot be discarded.

When Discard is used on a document in Final state, it will create a Draft Cancellation version of the document. Only a few fields are available for data entry on a Draft Cancellation version of a document, and no data entry is required. Submitting a Draft Cancellation version routes the document to workflow for approval.



Cancel a Receivable Document

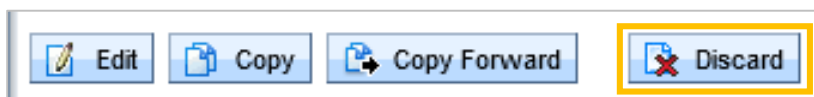
Scenario

A previously submitted and approved Receivable Document needs to be cancelled out and its accounting impact reserved.

Login in **AFIS**. **Search** for an existing **Receivable** Document.

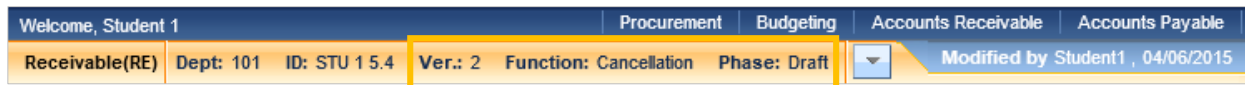
1. In the Secondary Navigation Panel, click **Search**
2. Click **Document Catalog**
3. In the **Code** field, enter **RE**
4. In the **Dept.** field, enter the data from **your student data card**
5. In the **Doc ID** field, enter the data from **your student data card**
6. Click **Browse**
7. Click the document **ID** link to open the document

Create a new **Draft Cancellation** version of the Receivable document.



1. At the bottom of the document, click **Discard**
2. In the message window that appears, click **Ok** to confirm the action

Observe that a new document has been created, with a Version: 2, Function: Cancellation and Phase:



Draft.



Submit the Receivable cancellation document.

1. Click **Validate** to check for errors. If any errors exist, correct the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **Document validated successfully**
2. Click **Submit** to submit the document for approval. If submission is successful, the following message is displayed in the upper left corner of the screen: **Document submitted successfully**.
3. Click **Close**. The original Receivable document is displayed
4. Click **Close**. The Document Catalog is displayed

Open Validate Submit Copy													
	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	RE	101		STU 1 5.4	No	1	New	Historical (Final)	Submitted	10/24/14	Training5	\$1,500.00	Yes
<input type="checkbox"/>	RE	101		STU 1 5.4	No	2	Cancellation	Final	Submitted	4/6/15	Student1	\$1,500.00	Yes
First Prev Next Last													
Menu													

5. Observe that two versions of the RE document now exist. Version 1 is in Historical (Final) status and Version 2; Cancellation is in Final status
6. Click **Home** in the Primary Navigation Panel to return to the Home Page



Generate Bills

Learning Objectives

In this lesson, you will:

- Review statement and invoices
- Examine the billing configuration and setup
- Review how to control billing output
- Examine the process of generating statements
- Examine the process of generating invoices
- Review how to reprint statements or invoices
- Examine the on-demand printing features

Lesson Overview

The Accounts Receivable features of AFIS provide the ability to generate statements and invoices in order to request payment from customers based on receivables entered into the system. This process is enabled through the setup of reference tables and submission of batch processes. The table setup defines billing controls such as: frequency, receivable selection, and invoice and statement presentation. The batch processes produce the statements and invoices while recording the activity in AFIS.

Statements and Invoices

A statement is a presentation of a customer account at a certain point in time that includes the total outstanding amount owed. The statement typically includes the customer's previous balance, recent transactions, and payments received during the last billing period. Various fields that are manually inputted will display on the statement, professional verbiage and proper grammar/spelling should always be used.

An invoice requests payment from a customer. An invoice includes the details of a specific receivable such as cost per unit, total cost, and applicable tax. An invoice also provides a payment due date.

Customers may be notified by statements, invoices, or both statements and invoices. Both statements and invoices are used to communicate an outstanding balance to customers, are produced through AFIS batch processing, can be printed and mailed or issued electronically, and require setup of reference tables to define processing parameters.

Statements and invoices differ in the presentation format and the production schedule. Invoices are produced for each final Receivable (RE) based document, during the next nightly Invoice Generation process, while statements reflect all accounts receivable processing and follow the schedule determined on the Billing Profile (monthly, quarterly, etc.).

A Department specific logo can also be printed on both current and past due invoices and statements. Department logos are attached to the Department (DEPT) table. The DEPT table is a centralized table maintained by GAO.



Billing Configuration

Billing processes are managed through online table configuration. The System Options (SOPT), Billing Profile (BPRO), and Customer Account Options (CACT) tables store values that impact billing. Several configurable billing features must be enabled, system-wide, on the System Options table. These features can be customized on the Billing Profile and Customer Account Options tables to support various billing requirements.

Billing Profiles define the characteristics of a bill. Billing Profiles are assigned to a Department and Unit, however, a value of ALL may be used to permit Statewide use. Customization options available on the Billing Profile table are:

- Designate use of invoices, statements, or both
- Establish a minimum billing amount
- Define the frequency of statement generation
- Select instructions to be written on invoices, statements, and other notifications
- Establish Collection and Write-Off rules
- Specify finance charges to be applied to past due receivables

Customer Accounts are a combination of a Customer code and a Billing Profile. Customer Accounts are defined on the Customer Account Options table. Customers may have multiple accounts that support a different billing condition.

System Options Table

The System Options (SOPT) table, Revenue section, Receivables tab, contains default parameters for the billing process when not defined on the Billing Profile (BPRO) table. The SOPT table is a centralized table maintained by GAO.

The recommended approach is to define these parameters on BPRO instead of SOPT. Some of the key fields on the SOPT include:

- **Receivable Due Date Lag** – The number of days after Receivable Date that the receivable is due. This is when late fees and interest will be applied
- **Minimum Billing Amount** – The minimum amount necessary to issue an invoice or statement
- **Minimum Negative Billing Amount** – The negative minimum amount that a customer account must total in order to be selected for the automatic billing process. This only applies to customers who receive statements and does not affect the printing or emailing of invoices
- **Default Collection Cycle** – Collection parameters used in the collection process that record the number of days past the due date that customers are notified of overdue bills through past due notices and collection letters
- **Allow Override** – These options on the SOPT permit the entry of a different value for the corresponding field on the Billing Profile table
- **Priority Posting Type** fields- These fields impact the sequence in which a payment should be applied to an outstanding receivable. The SOPT record provides the standard sequence as approved by the AG's Office. They can be overridden in the Billing Profile.



The **System Options** table is displayed below.

Revenue Details

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

▼ **General Information**

Fiscal Year :

AR Department Inference : ▼

▼ **Receivables**

Receivable Due Date Lag :

Allow Override of Receivable Due Date Lag : ☒

Minimum Billing Amount :

Allow Override of Minimum Billing Amount : ☒

Minimum Negative Billing Amount :

Allow Override of Minimum Negative Billing Amount : ☒

Minimum Past Due Amount for Finance Charge :

Allow Override of Minimum Past Due Amount : ☒

Finance Charge Fee 1 :

Finance Charge Fee 2 :

Finance Charge Fee 3 :

Finance Charge Fee 4 :

Finance Charge Fee 5 :

Allow Override of Finance Charge Fees : ☒

Allow Grace Period on Finance Charges : ☐

Grace Period Days :

Allow Override of Grace Period Days : ☐

Interest Type : ▼

Past Due Days for Intercept :

Allow Override of Past Due Days for Intercept : ☒

Intercept Request Table Load Status : ▼

Allow Override of Intercept Request Table Load Status : ☒



▼ Cash Receipts

Print Deposit Ticket : ☐

Use Deposit Reconciliation : ☐

Require Deposit Date Only : ☐

Automatic Net Credit Balance : ☒

Unreserved Credit Balance Event Type : AR40

Allow Override of Unreserved Credit Balance Event Type : ☐

Reserved Credit Balance Event Type : AR41

Allow Override of Reserved Credit Balance Event Type : ☐

Automatic Refund to Customer of Credit Balance : ☐

Allow Override of Automatic Refund : ☐

Number of Days for Credit Balance : 0

Allow Override of Number of Days For Credit Balance : ☐

Priority 1 Posting Type : NSF Fee

Priority 2 Posting Type : Late Fee

Priority 3 Posting Type : Admin Fee

Priority 4 Posting Type : Interest

Priority 5 Posting Type : Principal

Priority 6 Posting Type : Tax

Allow Override of Posting Priorities : ☒

NSF Check Charge : \$0.00

Allow Override of NSF Check Charge : ☒

▼ Collections & Write Offs

Collection Cycle Code : CYCL1

Allow Override of Collection Cycle : ☒

Past Due Days for Collection Referral : 90

Allow Override of Past Due Days : ☒

Collection Referral Table Load Status : NA-Blank

Allow Override of Load Status : ☒

Past Due Days for Write-Off : 0

Allow Override of Past Due Days : ☐

Pending Write Off Table Load Status : NA-Blank

Allow Override of Load Status : ☒

Line Limit For Generated Write Offs : 1

Allow Override of Line Limit : ☒

Billing Instructions Table

The Billing Instructions (BINST) table defines the text that will print on statements, invoices, and other correspondence sent to customers. Each record on the Billing Instructions table defines a Department and Unit that may use the instruction. The Billing Instruction code is the table identifier for the record. The Name and Instruction Text fields allow the user to define and write the text that will be printed when the instruction is referenced.



Department	Unit	Billing Instruction	Name
✓ AAA	ALL	TEST	Test Billing Instruction
AUA	ALL	REMT0	Remit to instructions on the bottom of the invoice
CRA	6600	CADPR	MILL ASSESSMENT
DCA	ALL	TE001	INVOICE INSTRUCTION
DTA	2250	RF010	RF RFTA

First Prev [Next](#) Last

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

*Department : AAA

*Unit : ALL

*Billing Instruction : TEST

Name : Test Billing Instruction

Instruction Text : This is a test of text that appear on the printed invoice or printed statement.

Billing Profile Table

The Billing Profile (BPRO) table defines the rules for a bill. The General Information tab controls the production of statements and invoices. Some of the key fields on the BPRO table are:

- **Department** – Controls the department that may use the Billing Profile. An ALL Department provides the default billing record if a specific Billing Profile record is not available.
- **Unit** – Controls the unit that may use the Billing Profile. An ALL Unit provides the default billing record if a specific Billing Profile record is not available.
- **Name** – A brief identifier for the Billing Profile
- **Billing Type** – Defines the method of billing; options are Both, Invoice, Statement, Cost Accounting Billing and No Billing Required
- **Invoice Instruction** – Optional. Used when Billing Type is Invoice; values are chosen from the BINST table

▼ General Information

Department : AAA	Day Not in Month : <input type="text"/>
Unit : ALL	Weekend Holiday : <input type="text"/>
Billing Profile : SHAKE	Statement Frequency : <input type="text"/>
Name : Shakedown	Statement Month : <input type="text"/>
Billing Type : Invoice	Statement Day : <input type="text"/>
Invoice Instruction : <input type="text"/>	Expanded Statement : <input type="checkbox"/>
Collection Agreement : SHAKE	Statement Instruction : <input type="text"/>
Decrease Accounting Template : <input type="text"/>	Last Statement End Date : <input type="text"/>
Central Remit : <input type="checkbox"/>	Next Statement End Date : <input type="text"/>
Output Distribution : Department Distribution	Next Statement Print Date : <input type="text"/>
Central Statement : <input type="checkbox"/>	Final Statement : <input type="text"/>



The Billing Profile table provides information regarding the status of statement generation. The following fields are system maintained by the Statement Generation batch process:

- **Last Statement End Date** – The closing date of the last statement issued
- **Next Statement End Date** – The end date of the current statement cycle
- **Next Statement Print Date** – The date the statements in the current cycle will be issued
- **Final Statement** – If Billing Type changes from either Statement or Both to Invoice, this box is checked

The Options and Controls section of the Billing Profile contains fields that are defined on the System Options table, but can be overridden on the Billing Profile table if that option is granted by the System Options table.

▼ Options and Controls

Receivable Due Date Lag :	<input type="text"/>	Finance Charge Fee 1 :	<input type="text"/>
Priority 1 Posting Type :	<input type="text"/>	Finance Charge Fee 2 :	<input type="text"/>
Priority 2 Posting Type :	<input type="text"/>	Finance Charge Fee 3 :	<input type="text"/>
Priority 3 Posting Type :	<input type="text"/>	Finance Charge Fee 4 :	<input type="text"/>
Priority 4 Posting Type :	<input type="text"/>	Finance Charge Fee 5 :	<input type="text"/>
Priority 5 Posting Type :	<input type="text"/>	Finance Charge Fee Override :	<input type="checkbox"/>
Priority 6 Posting Type :	<input type="text"/>	Grace Period Days :	<input type="text"/>
Collection Cycle :	<input type="text"/>	NSF Charge :	15.00
Past Due Days for Collection Referral :	<input type="text"/>	Automatic Refund to Customer of Credit Balance :	<input checked="" type="checkbox"/>
Collection Referral Table Load Status :	<input type="text"/>	Unreserved Credit Balance Event Type :	<input type="text"/>
Past Due Days for Write-Off :	<input type="text"/>	Reserved Credit Balance Event Type :	<input type="text"/>
Potentially Uncollectible Load Status :	<input type="text"/>	Number of Days for a Credit Balance :	<input type="text"/>
Write Off Document Line Limit :	<input type="text"/>	Enable Notification for Internal Debt :	<input type="checkbox"/>
Past Due Days for Intercept :	<input type="text"/>		
Intercept Table Load Status :	<input type="text"/>		
Minimum Billing Amount :	<input type="text"/>		
Minimum Negative Billing Amount :	\$0.00		
Minimum Past Due Amount for Finance Charge :	<input type="text"/>		

Customer Account Options Table

The Customer Account Options (CACT) table associates customers with Billing Profiles. Users can change the electronic billing options, define who will receive the bill, and prohibit the issuance of bills on the CACT table.



Customer Account Options

Customer	Name	Billing Profile	Department	Unit	Billing Type	Address ID
✓ VC000000176	Student 1 Inc.	ST01	ALL	ALL	Invoice	AD001

First Prev Next Last

Save Undo Delete Insert Copy Paste Search

▼ General Information

Customer: VC000000176
Student 1 Inc.

Address ID: AD001

Billing Profile: ST01

Department: ALL

Unit: ALL

System Test

Billing Type: Invoice

Final Statement:

Billing Location: Customer Only

Bankruptcy: ☐

Suppress Billing: ☐

Suppress Past Due Billing: ☐

Suppress Auto Fin Charge: ☐

Dispute: ☐

Dispute Reason:

Bill Parent: No

Collection Cycle:

Electronic File Type:

File Prefix:

Central Statement: ☐

The following fields on the CACT table are related to billing and collection processing and are not inferred from other tables:

- **Customer** – The unique identifier assigned to the customer on the Vendor Customer table
- **Address ID** – The code that represents the billing address for the Customer from the Vendor Customer table
- **Billing Profile** – The code that defines the billing rules for the Customer Account from the Billing Profile table
- **Department** – The Department that may use the Customer Account; can be set to ALL
- **Unit** – The Unit that may use the Customer Account; can be set to ALL
- **Billing Location** – The location where the receivable is to be sent
- **Bankruptcy** – Indicates that the customer is in bankruptcy proceedings; automatically suppresses billing, past due billing and automatic finance charges

Note: This flag can be set automatically across multiple CACT records for the same customer by setting the Bankruptcy flag on a VCM based document.

- **Suppress Billing** – Prevents bills from printing
- **Suppress Past Due Billing** – Prevents collection letters from printing
- **Suppress Auto Fin Charge** – Prevents the automatic application of finance charges on the customer account
- **Collection Cycle** – Specifies the details regarding when dunning and/or collection letters will be sent; value overrides the corresponding field on the Billing Profile table



Research Statement Generation

Scenario

You want to view the details of a billing profile associates with a customer.

Login to **AFIS**. Navigate to the **Customer Account Options** table and search for the customer.

1. In the **Jump to** field, enter **CACT**
2. Click **Go**

Customer Account Options

[Menu](#) [Back](#)

Customer	Name	Billing Profile	Department	Unit	Billing Type	Address ID
✓ 500002609	ROBERT PROVO	CBBOT	ADA	ALL	Both	A0001

First Prev Next Last

Save Undo Delete Insert Copy Paste Search

▼ General Information

Customer: 500002609
 Name: ROBERT PROVO
 Address ID: A0001
 Billing Profile: CBBOT
 Department: ADA
 Unit: ALL
 Billing Type: Both
 Final Statement:
 Billing Location: Customer Only

Bankruptcy: ☐
 Suppress Billing: ☐
 Suppress Past Due Billing: ☐
 Suppress Auto Fin Charge: ☐
 Dispute: ☒
 Dispute Reason: FALSE
 Bill Parent: No
 Collection Cycle:
 Electronic File Type:
 File Prefix:
 Central Statement: ☐
 Customer Relations Activity: ☐
 Minimum Billing Amount: \$0.00

► Third Party Options

► Change Management

[Top](#)
[Modify Existing Record](#) [Add New Customer Account](#)
[Receivable Correspondence History](#)

3. In the CACT table, click **Search**
4. In the Search window, in the **Customer** field, enter the data from *your student data card*
5. Click **Ok**

Determine which **Billing Profile** to research.

- In the grid, observe that the Billing Type of Invoice for the customer is related to a Billing Profile.
- Make a note of the **Billing Profile** associated with the Customer and Billing Type.

Customer	Name	Billing Profile	Department	Unit	Billing Type	Address ID
✓ VC000000176	Student 1 Inc.	ST01	ALL	ALL	Invoice	AD001

First Prev Next Last

Navigate to the **Billing Profile** table.

1. In the **Jump to** field, enter **BPRO**
2. Click **Ok**
3. In the BPRO table, click **Search**



Billing Profile [Menu](#) [Back](#)

Department	Unit	Billing Profile	Name	Billing Type
✓ ALL	ALL	ST01	System Test	Invoice

First Prev Next Last

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

▼ **General Information**

Department: ALL	Day Not in Month: <input type="text"/>
Unit: ALL	Weekend Holiday: <input type="text"/>
Billing Profile: ST01	Statement Frequency: <input type="text"/>
Name: System Test	Statement Month: <input type="text"/>
Billing Type: Invoice	Statement Day: <input type="text"/>
Invoice Instruction: <input type="text"/>	Expanded Statement: <input type="checkbox"/>
Collection Agreement: SHAKE	Statement Instruction: <input type="text"/>
Decrease Accounting Template: <input type="text"/>	Last Statement End Date: <input type="text"/>
Central Remit: <input type="checkbox"/>	Next Statement End Date: <input type="text"/>
Output Distribution: Department Distribution	Next Statement Print Date: <input type="text"/>
Central Statement: <input type="checkbox"/>	Final Statement: <input type="text"/>

► Organization/Contact Information

► Options and Controls

► SPEC Accounts

► Payment Plan Options

4. In the Search window, in the **Billing Profile** field, enter the data from *your student data card*
5. In the Search window, in the **Department** field, enter **ALL**
6. Click **Ok**
7. View the details of the Billing Profile
8. Click the **Home** in the Primary Navigation Panel to return to the Home Page

Control Billing Output

Billing requires the flexibility to perform special processing, including:

- Correcting billing details
- Printing a replacement bill
- Suppressing the printing of bills
- Suppressing the printing of bills for small amounts
- Accounting for liquidated amounts on bills
- Changing the billing type

Billing Correction

Erroneously billed amounts are corrected by modifying the Receivable (RE) based document. For invoice billing, the Invoice (INVQ) record for the Receivable will be updated with Print Status of Modified Pending.



Invoice

	<u>Customer</u>	<u>Billing Profile</u>	<u>Department</u>	<u>Unit</u>	<u>Document</u>	<u>Print Status</u>
✓	VC000000176	ST01	101	ALL	RE,101,201500000239	Original Pending
	VC000000176	ST01	101	ALL	RE,101,ST 1 5.2	Original Pending
	VC000000176	ST01	101	ALL	RE,101,STU 1 4.6	Original Pending
	VC000000176	ST01	101	ALL	RE,101,STU 1 4.9	Original Pending
	VC000000176	ST01	101	ALL	RE,101,STU 1 5.3	Original Pending
	VC000000176	ST01	101	ALL	RE,101,STU 1 8.2	Original Pending
	VC000000176	ST01	101	ALL	RE,101,STU 1 9.2	Original Pending

First Prev Next Last

[Save](#) [Undo](#) [Search](#)

Customer : VC000000176

Doc Code : RE

Name : Student 1 Inc.

Doc Dept : 101

Billing Profile : ST01

Doc ID : 201500000239

Department : 101

Print Status : Original Pending ▼

Unit : ALL

Scheduled Print Date : 04/06/2015

[Dunning/Collection Letter](#) [Print History](#)

[Print](#)

For statement billing, the Statement Detail (STATD) table will be updated with a new record for the Receivable which reflects the difference in the billing amount. In both cases, the record will be included in the next Billing Generation batch process.

If the Receivable is modified before the original bill is generated, the adjusted amount of the Receivable will appear on the bill; the original and modification will not be distinguishable.

Replacement Bills

Bills can be reproduced by changing the Print Status on the Statement (STMTQ) or Invoice (INVQ) tables to Replacement Pending. The replacement invoice or statement will be reprinted during the subsequent billing process.



Statement							
	Customer	Name	Billing Profile	Department	Unit	Statement Date	Print Status
	VC0000000003	John Eppinett	ST02	AAA	ALL		
✓	VC0000000003	John Eppinett	ST02	AAA	ALL	08/04/2014	Printed
	VC0000000003	John Eppinett	ST02	AAA	ALL	08/11/2014	Printed
	VC0000000003	John Eppinett	ST02	AAA	ALL	08/13/2014	Printed
	VC0000000003	John Eppinett	ST02	AAA	ALL	08/20/2014	Printed
	VC0000000003	John Eppinett	ST02	AAA	ALL	08/27/2014	Printed
	VC0000000003	John Eppinett	ST02	AAA	ALL	08/28/2014	Printed
	VC0000000003	John Eppinett	ST02	AAA	ALL	09/04/2014	Printed
	VC0000000003	John Eppinett	ST02	AAA	ALL	09/11/2014	Printed
	VC0000000004	Lisa Tate	ST02	AAA	ALL		

First Prev [Next](#) [Last](#)

[Save](#) [Undo](#) [Search](#)

Customer :	VC0000000003	Prior Account Balance :	\$0.00
Name :	John Eppinett	Current Account Balance :	\$100.00
Billing Profile :	ST02	Statement Begin Date :	07/31/2014
Department :	AAA	Statement End Date :	08/04/2014
Unit :	ALL	Central Statement :	<input type="checkbox"/>
Statement Date :	08/04/2014		
Statement Due Date :	08/04/2014		
Print Status :	Replacement Pending <input type="button" value="v"/>		

[Collection Letter](#)
[Detail](#)
[Print History](#)

Billing Minimum

A Billing Minimum prevents generation of a bill when the balance due is low. The Billing Minimum is set on the System Options (SOPT) table. SOPT also has an option to allow the system-wide minimum to be overridden on the Billing Profile (BPRO) table.

Suppress Billing

Suppressing billing prevents the printing of invoices and statements. The Suppress Billing option can be applied to a specific Receivable, Customer Account, or Billing Profile.

The RE based document has a Suppress Invoice Billing check box on the Billing/Collection Information tab of the Vendor section. When this option is checked, the Receivable will be posted to INVQ with the Print Status of Suppress. The Receivable will be included by the Invoice Generation batch process



however; an invoice will not be printed. The Receivable will produce an invoice if it is modified and the Suppress Invoice Billing check box is unchecked.

When the Suppress Billing check box on the Customer Account table is checked, printing of all invoices and statements for a Customer and Billing Profile combination is prevented, effective immediately. Documents will continue to update the INVQ, STMTQ, and STATD tables.

Billing can be suppressed on BPRO by changing the Billing Type to No Billing Required. This will prevent any new records from updating the INVQ, STMTQ and STATD tables. If the Billing Type is later enabled on the Billing Profile, billing will begin for new documents.

Liquidation and Fees

Fees, such as Administrative, Interest, or Late fees, are distinguished on Receivable documents by specifying the Line Type. On an invoice, fees are presented individually and separate from non-fee charges. On statements, all amounts are summarized by Receivable.

Receivables may be liquidated prior to printing the invoice or statement. If an RE based document is fully liquidated before the invoice is generated, no invoice will be generated. If a Receivable is partially liquidated, the invoice will show the full amount of the charges and include a summary of the liquidations. The total due is the difference. For statements, the Receivable and liquidated amount, whether full or partial, is shown.

Changing Billing Type

When the Billing Type for a Billing Profile is changed from Statement or Both to Invoice, the Final Statement flag is automatically enabled. The final statement is generated during the Next Statement print process. It includes all activity up to that point in time. All future accounting activity will be included by the invoice generation process.

If the Billing Type for a Billing Profile is changed from Invoice to Statement or Both, the system adds all open balances to the Statement Detail (STATD) table, creating the prior balance for the first statement generated during the next statement period.

Generate Statements

Statements are created by the centralized Generate Statements batch process which is run during the nightly cycle. The Generate Statements batch process determines the records to include, produces the statements and register, and provides online indication of records included on the statements.

Records chosen by the batch process are based on dates from the Billing Profile (BPRO) and Statement Detail (STATD) tables. On the BPRO, records are chosen if the Billing Type is Statement or Both and the Next Statement End Date is less than or equal to the current date. On the STATD, records are chosen if the Billing Profile was selected, there is no date in the Statement field, and the Post date is less than or equal to the Billing Profile Next Statement End Date.

Statement Data

Statements reflect Receivable, Cash Receipt, Write-Off, and Payment Voucher (customer refunds) document activity. The document activity is reflected on the Statement (STMTQ) and Statement Detail (STATD) tables when the BPRO Billing Type is Statement or Both. STMTQ presents data summarized by



Customer Account and Statement Date. A distinct record is stored for each statement issued. A record with no Statement Date relates to data not yet presented on a statement.

Statement							
	Customer	Name	Billing Profile	Department	Unit	Statement Date	Print Status
	VC0000000003	John Eppinett	ST02	AAA	ALL		
✓	VC0000000003	John Eppinett	ST02	AAA	ALL	08/04/2014	Printed
	VC0000000003	John Eppinett	ST02	AAA	ALL	08/11/2014	Printed
	VC0000000003	John Eppinett	ST02	AAA	ALL	08/13/2014	Printed
	VC0000000003	John Eppinett	ST02	AAA	ALL	08/20/2014	Printed
	VC0000000003	John Eppinett	ST02	AAA	ALL	08/27/2014	Printed
	VC0000000003	John Eppinett	ST02	AAA	ALL	08/28/2014	Printed
	VC0000000003	John Eppinett	ST02	AAA	ALL	09/04/2014	Printed
	VC0000000003	John Eppinett	ST02	AAA	ALL	09/11/2014	Printed
	VC0000000004	Lisa Tate	ST02	AAA	ALL		

First Prev [Next](#) [Last](#)

[Save](#) [Undo](#) [Search](#)

Customer : VC0000000003 Prior Account Balance : \$0.00
 Name : John Eppinett Current Account Balance : \$100.00
 Billing Profile : ST02 Statement Begin Date : 07/31/2014
 Department : AAA Statement End Date : 08/04/2014
 Unit : ALL Central Statement : ☐
 Statement Date : 08/04/2014
 Statement Due Date : 08/04/2014
 Print Status : Replacement Pending ▼

[Collection Letter](#) [Detail](#) [Print History](#)

The STATD table stores the documents that have been (or will be) on a statement. All records with the same value in the Customer, BPRO, Department, Unit, and Statement fields are included in one statement. The statement is blank for items that have not yet been selected by the Statement Generation batch process.



Sample Statement



a1234567890b

Remit to:

MMA Test
800 W Washington St
6th Floor
PHOENIX AZ 85007

Bill to:

Joseph Middleton
2122 W Jefferson Street
Phoenix AZ 85009

Customer Name	STATEMENT
Joseph Middleton	
Customer Number	Statement Closing Date
VC0000026144	06-04-15
AR Dept: BPRO	Due Date
MMA:MMINT	06-04-15
Amount Due	Amount Enclosed
\$599.11	

Payment Method: Check ☐ Money Order ☐

☐ Please check if address has changed. Write correct address on back of stub and attach with payment.

Please write Cust. Acct. No. on front of check or money order.
DO NOT MAIL CASH.

----- Please detach the above stub and return with your remittance. -----

MMA Test	
REPLACEMENT COPY	
Customer Number	Statement Closing Date
VC0000026144	06-04-15
Customer Name	
Joseph Middleton	

Page 1 of 1
(Indicates pages within invoice only)

Previous Balance			\$668.82
Current Period Charges			
Description	Date	Transaction ID	Charges
Payment Received	05-08-15	CRMMAMH-ARUA0325	(\$500.00)
Payment Received	05-08-15	CRMMAMH-ARUA03448	\$0.00
New Charges	06-01-15	REAAAJPTST10	\$500.00
New Charges	06-01-15	REAAATEST RE TO CL	\$500.00
Adjustment	05-15-15	WOMMAMH-ARUA0802	(\$500.00)
Total of Current Period Charges			(\$69.71)
Total Amount Due			\$599.11

Instructions

This is to test special billing instructions on the statement.

Contact:

Finance

602-364-1064



Online Updates

The Statement Generation batch process updates the STATD, STMTQ, BPRO, and Statement Print History (STMTHS) tables.

- **STATD** – Statement is updated for all selected records and a new prior account balance record is added
- **STMTQ** – A new record is inserted for the Customer Account and Statement Date with a Print Status of Printed
- **BPRO** – The Last Statement End Date, Next Statement End Date, and Next Statement Print Date fields are updated
- **STMTHS** – A new record is inserted that records the statement printing

Statements and Reports

The Statement Generation batch process produces a statement register report, statements, and a PDF file of the statements. The statement register lists all statements issued, including original and replacement statements. The register also identifies statements that would normally be generated however, were not because either the generation was suppressed or the balance was below the minimum.

The statements produced can be accessed from the Report Search on the secondary navigation panel and the Generate Statement option. Then search for the file by the applicable date and department.

Report	Folder
✓ Generate Invoice	Batch Jobs
Generate Statement	Batch Jobs
Past Due Invoice	Batch Jobs
Past Due Statement	Batch Jobs
Select for Collection	Batch Jobs
Select for Write Off	Batch Jobs
Aging by Cust Report	Reports - AR
Aging by Dept Report	Reports - AR
Past Due Report	Reports - AR
RSRC Summary Report	Reports - AR



Generate Invoices

Invoices are created by the centralized Generate Invoices batch process which is run during the nightly cycle. The Generate Invoices batch process determines the records to include, produces the invoices and register, and provides an online indication of the invoices produced.

Records chosen by the batch process are based on values from the Billing Profile (BPRO) and Invoice (INVQ) table. On BPRO, records are chosen when the Billing Type is either Invoice or Both. On the INVQ, records are chosen when the Billing Profile was selected, the Print Status is Original Pending, Modified Pending, or Replacement Pending, and the Outstanding Amount of the RE is greater than zero.

Invoice Data

Invoices reflect Receivable (RE) based document activity. The document activity is reflected on the Invoice (INVQ) table when the BPRO Billing Type is Invoice or Both. Each Receivable becomes an Invoice and the RE based document number is the Invoice number. When the Receivable is posted to the INVQ table, the Print Status is Original Pending. This status indicates that the Invoice has not yet been produced for the Receivable.

Online Updates

The Invoice Generation batch process updates both the INVQ and the Invoice Print History (INVHS) tables.

- **INVQ** – Updated to show the new Print Status
- **INVHS** – A new record is added for each invoice printed that shows the Form, Printed date, and the customer's address

Invoices and Reports

The Invoice Generation process produces an invoice register report, invoices, and a PDF file of the invoices. The invoice register lists all invoices issued, including original and replacement invoices. The register also identifies Invoices that would normally be generated however, were not because either the generation was suppressed or the balance was below the minimum.

The invoices produced can be accessed from the Report Search on the secondary navigation panel and the Generate Invoice option. Then search for the file by the applicable date and department.



CGI Advantage - Windows Internet Explorer

AFIS

Welcome, Michelle Approver

UAT - Financial

- Message Center
- Search
 - Page Search
- Document Catalog
- Report Search**
- History
- Favorites
- Administration

Report Search

[Browse](#) [Clear](#)

Folder :

Report :

	Report	Folder
✓	Generate Invoice	Batch Jobs
	Generate Statement	Batch Jobs
	Past Due Invoice	Batch Jobs
	Past Due Statement	Batch Jobs
	Select for Collection	Batch Jobs
	Select for Write Off	Batch Jobs
	Aging by Cust Report	Reports - AR
	Aging by Dept Report	Reports - AR
	Past Due Report	Reports - AR
	RSRC Summary Report	Reports - AR

[First](#) [Prev](#) [Next](#) [Last](#)



Sample Invoice



Remit to:

Dept of Gaming
Accounts Receivable
800 W. Washington Street
Suite 607
Phoenix, AZ 85004
United States

Bill to:

Gina Smith
1810 W Monte Cristo Dr
Phoenix, AZ 85029
United States



a1234567890b

Customer Name		INVOICE	
Gina Smith		Invoice Number	Invoice Date
Customer Number	201500000064	AR Dept: BPHO	Due Date
VC0000000143		G.M.C.G.M.U.	09-18-14
		Amount Due	Amount Enclosed
		\$750.00	

☐ Please check if address has changed. Write correct address on back of stub and attach with payment.

Payment Method: Check ☐ Money Order ☐

Please write Invoice No. on front of check or money order.
DO NOT MAIL CASH.

Please detach the above stub and return with your remittance payable to Dept. of Veterans Affairs

DEPT OF GAMING
ORIGINAL

		Page 4 of 29	
Customer Number	Original Invoice Date	Original Due Date	
VC0000000143	08-19-14	09-18-14	
Customer Name	Invoice Number	Invoice Date	
Gina Smith	201500000064	10-07-14	

Invoice Charges

Ref Line No.	Description	Billing Date	No. Of Units	Unit of Measure	Unit price	Charges/Credit
1	Principal	08-19-14				\$750.00
Total Invoice Charges						\$750.00

Other Charges

Description	Date	Charges
Total Other Charges		

Credit Payments Applied	\$0.00
Total Amount Due	\$750.00

Additional Notes:

Instructions

Contact:

Sam Brown

(602) 938-1114

sambrown@yahoo.com



Reprint Statements of Invoices

In order to reprint previously printed statements or invoices, the Print Status field for the record must be modified. For invoices, the record can be located on the INVQ table. For statements, the record can be located on the STMTQ table. Once the record is located, the Print Status field can be changed to **Replacement Pending**. This causes the record to be selected by the Generate Invoices and Statements batch jobs.

Generate or Reprint Invoices – Online

The on-demand print process allows users to print from a Receivable document. The on-demand print process changes the print status on the Invoice (INVQ) table to "Printed" and records information about the Receivable, including the User ID of the user who requested the on-demand print, on the Invoice Print History (INVHS) table. Suppressed invoices can also be printed online. Statements can only be printed through the Generate Statements batch process and not online.

Collections Processing

Learning Objectives

In this lesson, you will:

- Identify the collection processing control setup
- Review the tracking of collection activities
- Review the tracking of delinquent accounts
- Manage past due statements and invoices
- Examine the finance charge setup and application process
- Examine the payment plan setup and generation process

Lesson Overview

Collection processing in AFIS refers to the capability of the system to issue past due statements and invoices, apply finance charges, refer an account to a collection agency, and institute payment plans. These features can be applied individually or in combination with each other.

Setup Collection Processing Controls

Collection controls that define the collection process for past due receivables are set up on several individual tables: The Dunning Message (DNGM), Collection Letter (COLL), Collection Control (COLLC), and Collection Agency Agreement (COLLA) tables. In addition, finance charges are setup on the Finance Charge Eligibility (FCEG) and Finance Charge Setup (FNCHG) tables.



Past Due Notices and Collection Letters

The Dunning Message (DNGM) table stores all of the possible messages that can be sent to customers with past due accounts.

Dunning Message

	Department	Unit	Dunning Message	Name
✓	ALL	ALL	STDN1	Standard Dunning - 30 Days
	ALL	ALL	STDN2	Standard Dunning - 60 Days
	ALL	ALL	STDN3	Standard Dunning - 90 Days
	AUA	ALL	DUN1	Dunning Message 1
	AUA	ALL	DUN2	Dunning Message 2

First Prev [Next](#) [Last](#)

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

Department :

Unit :

Dunning Message :

Name :

Dunning Message Text :

Your payment is 30 days past due - please remit payment for the referenced invoice immediately.

The Collection Letter (COLL) table is used to create and store collection letters that can be sent to customers with past due accounts.

Collection Letter

	Department	Unit	Collection Letter	Name
✓	ALL	ALL	TEST	Test
	DTA	2616	GC010	GC Vision Airlines
	DTA	2820	IR010	IR INS CARRIER
	DTA	4984	LA010	LA 45 DAYS PAST DUE
	DTA	ALL	GC010	Collection Letter 1

First Prev [Next](#) [Last](#)

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

Department :

Unit :

Collection Letter :

Name :

Letter Text :

Attached is te Arizona Department of Transportation itemized invoice for costs incurred due to the captioned loss. Based on our understanding of the facts your driver does have responsibility for the damage occurring and resulting in ADOT removal of the debris. Therefore, on behalf of your driver, we are looking to you for 100% of the costs incurred by the



Each record on the DNGM and COLL tables can be made available by Department and Unit or ALL Departments and/or Units within a Department.

The Collection Control (COLLC) table is used to configure the combination of dates and messages or letters to be used. The COLLC defines a Collection Cycle schedule that establishes when collection activities should occur in terms of the number of days, payment is past due. The collection activity is indicated by selecting either a value from the DNGM or COLL table in the corresponding field.

The State has established a Standard Collection Cycle (STCYC) with the following Dunning Messages:

- STDN1 - 30 days
- STDN2 - 60 days
- STDN3 - 90 days

If the Billing Type is set to Both on the Billing Profile, both an invoice and statement are created. The statement will contain dunning messages if there are outstanding amounts that meet the COLLC time frames for adding these dunning messages. Also, if the department uses Collection Letters, these are generated based on the timing specified on the COLLC table.

If the Billing Type is set to Invoice, an invoice and a past due invoice are created. The past due invoices will generate based on the time frames specified in the COLLC table. If the department uses Collection Letters, these will generate, based on the timing specified on the COLLC table. The Past Due Statement is actually the Collection Letter.

The centralized Past Due Invoice batch job runs on a nightly basis, as well as on-request, and generates a past due notice or collection letter for each invoice that meets the Collection Control criteria for a Collection Cycle. The Invoice (INVQ) and Invoice Print History (INVHS) tables are updated after the batch job has run.

The past due notice/collection letter provides the overdue balances for a single invoice. Details on the notice include the customer name, customer number, invoice number, billing address, past due amount, late fee, interest charge, and other charges and the dunning message text. If the Department determines the printed notice/letter is correct, the notification is sent to the customer.

Collection Agency Agreements

Each record on the Collection Agency Agreement (COLLA) table is called a collection agreement. The COLLA defines the vendors that are contracted with the State to take over collections. The collection agreement may be available to a specific Department or Unit, or available for ALL to use, like the Attorney General's Office collection agreement (AGO). The duration of the collection agreement is enforced on the COLLA table. The COLLA table tracks the value of all Receivables referred to the vendor and the amount collected.



Collection Agency Agreement[Menu Back](#)

Department	Unit	Agreement Number	Vendor	Assigned	Collected	Outstanding Amount
✓ EQA	ALL	AGO	AGADEPT0001	0.00	0.00	\$0.00
EVA	ALL	AGO	AGADEPT0001	0.00	0.00	\$0.00
FDA	ALL	AGO	AGADEPT0001	0.00	0.00	\$0.00
FOA	ALL	AGO	AGADEPT0001	0.00	0.00	\$0.00
GFA	ALL	AGO	AGADEPT0001	0.00	0.00	\$0.00
GHA	ALL	AGO	AGADEPT0001	0.00	0.00	\$0.00
GMA	ALL	AGO	AGADEPT0001	732865.66	0.00	\$732,865.66
GSA	ALL	AGO	AGADEPT0001	18797.69	0.00	\$18,797.69
GVA	ALL	AGO	AGADEPT0001	0.00	0.00	\$0.00
HCA	ALL	AGO	AGADEPT0001	0.00	0.00	\$0.00

[First](#) [Prev](#) [Next](#) [Last](#)

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

Department :

Unit :

Agreement Number :

Agreement From :

Agreement To :

Vendor :

Minimum Receivable Amt :

Assigned : 0.00

Collected : 0.00

Written Off : 0.00

Payment within Tolerance Amount : \$0.00

Outstanding Amount : \$0.00

Finance Charge Setup

The Finance Charge Eligibility (FCEG) table makes Event Types eligible for the finance charge process. Event Type eligibility is further controlled by Department and Unit. In order for a record to be eligible, the Eligible for Finance Charge check box must be checked.

Finance Charge Eligibility

Department	Unit	Event Type	Eligible for Finance Charge
✓ AAA	ALL	AR01	Yes
EVA	ALL	AR01	Yes
ICA	ALL	AR01	Yes
ICA	ALL	AR10	Yes
ICA	ALL	AR31	Yes

[First](#) [Prev](#) [Next](#) [Last](#)

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

Department :

Unit :

Event Type :

Eligible for Finance Charge : ☒

The Finance Charge Setup (FNCHG) table defines Finance Charge codes and Interest Type (Simple or Compound). The schedule must be defined using a Frequency while other values that support the schedule are also required. The FNCHG also includes Chart of Accounts fields to define the account to which finance charges will be applied through the finance charge process.



Finance Charge Setup

Dept	Unit	Finance Charge Code	Name	Fee	Rate
✓ EVA	ALL	EVAFC	Interest charge on delinquent accounts	\$0.00	0.03
AAA	ALL	FC01	Testing forms	\$20.00	0.00
AAA	ALL	FC02	Admin Late Fee	\$25.00	0.00
AAA	ALL	FC03	Interest charge on delinquent accounts	\$0.00	0.03
ICA	SN01	INTP1	NI Interest: Prime Plus 1%	\$0.00	0.04

First Prev [Next](#) [Last](#)

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

▼ General Information

Dept :

Unit :

Finance Charge Code :

Name :

Type :

Fee :

Rate :

Description :

Interest Type :

Finance Charge Does Not Apply : ☐

Frequency :

Month :

Day :

Day not in Month :

Weekend Holiday :

Line Type :

Event Type :

Apply Interest On Late Fee : ☒

Apply Interest On Admin Fee : ☒

Apply Interest On NSF Fee : ☒

Apply Interest On Other Fee : ☒

☐ ▶ Fund Accounting

☐ ▶ Detail Accounting

Track Collection Activities

The Customer Information (CUSTS) and Customer Account Information (CUSTA) tables track the status of Receivables, Cash Receipts, and Collection activities. The CUSTS table summarizes all activity for the customer across all Billing Profiles, while the CUSTA table summarizes the customer activity by Billing Profile, Department, and Unit. Both the CUSTS and CUSTA tables include the same result fields.

Both the CUSTS and CUSTA tables have a Credit History section. The fields in this section keep track of collection activities recorded in AFIS.

▼ Credit History

NSF Checks :

Intercepts :

Offset :

Dunning Notices :

Collection Letters :

Legal Actions :

Write Offs :

Coll Agency Referrals :

Date of Last NSF Check :

Intercept :

Offset Date :

Dunning Notice :

Collection Letter :

Legal Action :

Write Off :

Coll Agency Referral :

Payment :

Receivable :



Track Delinquent Accounts

Reports are used to track the status of customer payments. The reports display similar receivable information presented in a different manner. The available reports are listed in section 11 of this document.

Apply Finance Charges

AFIS automatically applies finance charges through the Finance Charge chain job. Finance charges are applied to open, past due receivable lines when the Event Type is defined as eligible on the Finance Charge Eligibility (FCEG) table and the Finance Charge Fees are indicated on the SOPT, BPRO, or Revenue Source (RSRC) tables. Finance charges can also be applied manually to a Receivable document. The Finance Charge chain job will not automatically apply finance charges after a receivable has been referred to collections by referencing the Receivable (RE) based document on a Referral to Collection Agency (CL) document.

Finance Charge Chain Job

The Finance Charge job creates a new version of the Receivable document. The amount of the Finance Charge is calculated based on the fee or rate on the Finance Charge Setup (FNCHG) table. The calculated finance charges are summarized by Event Type, Line Type, and accounting elements from the FNCHG and then added to the Receivable. The new version of the Receivable is automatically submitted. This modified Receivable updates the Invoice (INVQ) and/or Statement (STMTQ, STATD) tables. An invoice and/or statement will be generated as scheduled.

Finance Charge Manual Process

Finance charges can also be manually added to a Receivable by modifying the RE based document and adding a new line for the finance charges. No manually entered finance charges on the Receivable are compared to the values in the Finance Charge Eligibility (FCEG) and Finance Charge Setup (FNCHG) tables. These tables are only used for the process whereby finance charges are automatically applied.

Manage Past Due Statements

AFIS automatically generates past due notices and collection letters in order to notify customers of overdue account balances. A past due statement is generated when a customer has an unpaid balance, the unpaid balance is overdue by the number of days indicated on the collection cycle, the Billing Type is Statement or Both, and the Suppress Past Due check box on the CACT is not checked.

The Past Due Statement is actually the Collection Letter. The Past Due Statement batch process creates the past due statements. Each past due statement includes phrasing to distinguish it from the original statement. Overdue receivables are identified with the original due date and payment instructions. The Statement Print History (STMTHS) table is updated to record the printing of a collection letter or past due notice.



Statement Print History									
	Customer	Name	BPro	Department	Unit	Statement	Form	Printed	Bill Sent to
✓	VC0000000003	John Eppinett	ST02	AAA	ALL	08/05/2014	Original	08/12/2014	Customer Only
	VC0000000003	John Eppinett	ST02	AAA	ALL	08/12/2014	Original	08/14/2014	Customer Only
	VC0000000003	John Eppinett	ST02	AAA	ALL	08/14/2014	Original	08/14/2014	Customer Only
	VC0000000003	John Eppinett	ST02	AAA	ALL	08/21/2014	Original	08/22/2014	Customer Only
	VC0000000003	John Eppinett	ST02	AAA	ALL	08/29/2014	Original	08/29/2014	Customer Only
	VC0000000004	Lisa Tate	ST02	AAA	ALL	08/29/2014	Original	08/29/2014	Customer Only
	VC0000000005	James Riley	ST02	AAA	ALL	08/29/2014	Original	08/29/2014	Customer Only
	VC0000000003	John Eppinett	ST02	AAA	ALL	09/05/2014	Original	09/05/2014	Customer Only

First Prev [Next](#) [Last](#)

[Search](#)

Customer : VC0000000003
John Eppinett

BPro : ST02

Department : AAA

Unit : ALL

Statement : 08/05/2014

Printed : 08/12/2014

Bill Sent to : CO

Bill to Name : John Eppinett

Bill to Address : 9192 E. San Salvador Driv

Bill to City : Scottsdale

Bill to State : AZ

Bill to Zip : 85258

Bill to Country : USA

Central Statement : ☐

[Statement](#)

Setup Payment Plans – Department

Departments that have statutory authority and the specialized security role to offer payment plans can set up the necessary tables in AFIS for the process to run. The Payment Plan (PSCHD) table allows users to view and establish payment plan information for a Receivable. Users establish a payment plan to provide a more flexible payment plan for customers to pay their receivables. Users allow customers to pay for receivables in smaller amounts at several due dates instead of a lump sum by one due date.



Payment Plan [Menu Back](#)

Dept	Unit	Document	Outstanding Amount
✓			

First Prev Next Last

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Delete All Detail](#) [Search](#)

Dept: Status:

Unit: Create Method:

Doc Code: Start Date:

Doc Dept: Number of Periods:

Doc ID: End Date:

Customer: Frequency:

Name: Payment Amount:

Billing Profile: First Due Date:

Scheduled Amount: Create Schedule: ☒

Outstanding Amount:

Users can only establish a payment plan for Receivables that are processed and open. Receivables do not have to be past due in order to establish a payment plan. Once payment plan information for a Receivable has been established, AFIS does not charge additional interest, late fees, and other finance charges to the Receivable. These charges may be applied manually to a Receivable, if necessary.

The grid at the bottom of the PSCHD table is called the Payment Plan Detail and allows users to track the progress of the payment plan. If the Create Schedule option is selected, the Status field is set to Pending, and no record lines exist on the Payment Plan Detail grid, then AFIS will generate Payment Plan Detail records. Alternatively, the user also has the option to manually create the payment plan details on this page by clicking the Insert button in the detail section. An entry will need to be created for each line desired for the payment plan.

Generate Payment Plan – Batch Job

AFIS supports the establishment of payment plans for any outstanding receivables, regardless of whether or not that receivable is past due. A payment plan allows the department to establish an agreed-upon periodic payment amount and a corresponding due date in order for the customer to satisfy the outstanding balance on the receivable. Once a payment schedule is established for a receivable, additional interest, late fees, and other finance charges are suppressed, however, they can still be applied manually. Other collection proceedings are also suppressed unless manually applied. A summary receivable cannot have a payment schedule established. A receivable must already be processed and accepted for a payment schedule to be set up.

The Generate Payment Plan batch job process provides information about the payment plan and the print status of the notices for the payment plans. The process utilizes the Department Code, Unit Code, Billing Profile and Form Type entered by the user and selects records from the Payment Plan Print Table, based on the Form Type, to generate any of the following Notices:

- Agreement Notice
- Cancellation Notice
- Completion Notice



The Generation Payment Plan Form batch job process will create payment plan notices when one of the following has occurred:

- The payment plan is activated in the system (Agreement Notice)
- The payment plan is cancelled or completed in the system (Cancellation or Completion Notices)
- A payment plan notice has been selected for printing or reprinting in the Payment Plan Print (PPPT) table

Referral to Collection Agency

Learning Objectives

In this lesson, you will:

- Create a Referral to Collection Agency document
- Review the batch process for creating Referral to Collection Agency documents
- Review the modification and cancellation of Referral to Collection Agency documents
- Research collection documents

Lesson Overview

When a Receivable is past due, the collection process can begin. A Receivable document can be used as a reference for a Referral to Collection Agency (CL) document.

Create a Referral to Collection Agency Document

Referral to Collection Agency (CL) documents can be created either by a batch job, or manually by using the Copy Forward feature from a Receivable document.

When using the batch process to generate the CL document, the standard process is that accounts that are 90 days past due will have a CL document automatically generated through the batch process, as configured on the SOPT table. Prior to the batch process, the agency should review Receivables that are scheduled to generate CL documents on the Pending Referral to Collection Agency (COLLR) table. If the Receivable is currently being worked on, and should not be referred to the Collection Agency yet, then the Collection Status can be changed to Not Applicable. Later, if the Receivable should be referred to the Collection Agency, the Collection Status can be changed back to Approved for Collection. Security access to the COLLR table is provided to a separate Collection security role and is not included in the main AR security roles.

Please note: The batch job to generate the CL document is not currently in use. Contact the GAO if this is a process the agency would like automated.

Alternatively, if the agency is not using the batch process, or would like to create the CL document in advance of the batch job picking it up, the CL can be created manually. When using Copy Forward to manually create a CL document, all of the information from the referenced Receivable is copied into the CL document. There is no data entry required on a CL document. Information in the Header can be modified or added to, if necessary.



The AR module in AFIS allows an agency to record receivables through an RE document and tracks these receivables throughout the AR lifecycle. If an RE becomes past due, the RE can be copied forward to a collection referral (CL) document to denote that this debt is in collection and is being pursued by a collection unit within the agency, or by the Office of the Attorney General (OAG). If the collection efforts are not successful, the CL document should later be copied forward to the CL Adjustment (CLADJ) document to remove the receivable and reduce agency revenue in AFIS. If it is known that an RE is uncollectible, this document can alternatively be copied forward right to a CLADJ document. This QRG provides instructions for processing a CL document and a CLADJ document. However, please note that if the write-off request involves an NSF receivable, the instructions in “Handling an NSF” or “Processing Receivable Adjustment - CLADJ Document” QRG’s should be followed instead. When complete, the CL document, whether created through the batch process or manually, is validated and submitted to workflow for approval following the process outlined in Section 8.1 above.

Once a CL document is processed, AFIS does not charge additional interest, late fees, and other finance charges to the receivable. These charges may be applied manually, if necessary.



Create a Referral to Collection Agency Document Using Copy Forward

Scenario

There is a bankruptcy on a Receivable and it needs to be referred to the collection group for special handling.

Login to **AFIS**. Search for an existing **Receivable** Document.

1. In the Secondary Navigation Panel, click **Search**
2. Click **Document Catalog**
3. In the **Code** field, enter **RE**
4. In the **Dept** field, enter the data from **your student data card**
5. In the **Doc ID** field, enter the data from **your student data card**
6. Click **Browse**
7. Click the document **ID** link to open the document

Create a **Referral to Collection Agency** document using Copy Forward.



1. At the bottom of the document, click **Copy Forward**



Copy Forward

From Document

Category : AR Doc Dept : ADA
 Type : RE Doc Unit :
 Code : RE ID : 190000001012
 Select Entire Document : ☒ Version : 1

To Document

Doc. Department Code : Document Id :
 Unit Code : Auto Numbering : ☐

Target Doc Type	Target Doc Code	Description
CR	CACR	Collect Receivable for Reimbur
CR	CLADJ	Copy RE to CLADJ
CR	CR	Collect Receivable
WO	WOAGA	Write-Off Receivable - AG
<input checked="" type="checkbox"/> CL	CL	Send Receivable to Collection

First Prev Next Last

OK Cancel

2. In the Copy Forward screen, in the **Doc. Department Code** field, enter the data from **your student data card**
3. Check the **Auto Numbering** check box
4. In the Target Doc Type grid, select **CL** (Send Receivable to Collection)
5. Click **OK** to create the Referral to Collection Agency document.

Check the Referral to Collection Agency document for errors and submit it

1. Click **Validate** to check for errors. If any errors exist, correct the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **Document validated successfully**
2. Click **Submit** to submit the document for approval. If submission is successful, the following message is displayed in the upper left corner of the screen: **Document submitted successfully**
3. Click the **Home** in the Primary Navigation Panel to return to the Home Page

Referral to Collection Agency Batch Job

The Select for Collection batch job selects Receivable documents that are greater than the number of days past due as specified on the System Options (SOPT) table for collection processing. Once the documents are selected, the Generate Collection chain job generates the Referral to Collection Agency (CL) documents.



The Referral to Collection Agency (CL) document is able to reference Receivables containing Accounting lines with the Event Types of Billed Earned Revenue or Billed Vendor Refund. Receivables containing Accounting lines with outstanding balances and any other Event Types cannot be referenced on the collection document. Summary receivables, regardless of event type, and regular receivables with a billing profile code that specifies a Billing Type of No Billing Required cannot be sent for collection.

Please note: The Select for Collection batch job to generate the CL document is not currently in use. Contact the GAO if this is a process the agency would like automated.

Modify a Referral to Collection Agency Document

Modifications are not permitted for Referral to Collection Agency documents. If corrections are required, the document must be cancelled and recreated.

Cancel a Referral to Collection Agency Document

A Referral to Collection Agency (CL) document can be cancelled if necessary by using the Discard feature from within the document. Discarding a Draft version of a document will remove the document from the system. Discarding a Final version of a document will create a Cancellation Draft version of the document and change the original to Historical (Final) phase.

Research Referral to Collection Agency Documents

All updates to a customer account can be researched using the Customer Account Information (CUSTA) and Receivable History and Reference Query (RDET) pages. The RDET has a link to the Receivable Search (RESTA) page.

Write-Off Uncollectible Amounts

Learning Objectives

In this lesson, you will:

- Create a Write-Off document
- Modify a Write-Off document
- Cancel a Write-Off document
- Review the process of researching Write-Off documents

Lesson Overview

When a department determines that a specific Receivable based document or Referral to Collection Agency (CL) document needs to be written off because it is uncollectible, a CL Adjustment (CLADJ) document can be created that references the RE, CARE, or CL document. This lesson will examine the CLADJ document creation process.

Create a Write-Off Document

The CL Adjustment (CLADJ) is also used as the State's Write-Off document. CL Adjustment (CLADJ) documents are created manually by using the Copy Forward feature from a Receivable (RE) based



document or Referral to Collection Agency (CL) document. When using Copy Forward to create a CLADJ document, all of the information from the referenced RE/CL is copied into the CLADJ document. An additional Vendor and Accounting line(s) will need to be added with a negative Line Amount to offset the original positive Vendor and Accounting line associated with the CL/RE. The Document Total Amount needs to equal \$0. See QRG 'Processing Receivable Adjustment – CLADJ Document' for more detailed instructions.

Document Total: \$0.00

Actual Amount: \$0.00



Create a Write-Off Document Using Copy Forward

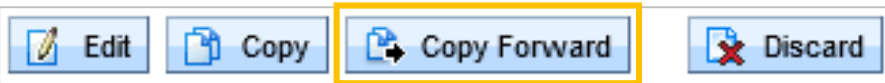
Scenario

A Receivable Document was sent to collections and has been deemed uncollectible, and must be written off. You will create the Write-Off document using Copy Forward.

Login to **AFIS**. Search for an existing **Referral to Collection Agency** document.

1. In the Secondary Navigation Panel, click **Search**
2. Click **Document Catalog**
3. In the **Code** field, enter **CL**
4. In the **Dept** field, enter the data from *your student data card*
5. In the **Doc ID** field, enter the data from *your student data card*
6. Click **Browse**
7. Click the document **ID** link to open the document

Create a **Write-Off** document using Copy Forward.



1. At the bottom of the document, click **Copy Forward**



Copy Forward

From Document

Category : AR Doc Dept : AAA
Type : CL Doc Unit :
Code : CL ID : 190000000096
Select Entire Document : ☒ Version : 1

To Document

Doc. Department Code : AAA Document Id :
Unit Code : Auto Numbering : ☒

Target Doc Type	Target Doc Code	Description
✓ CR	CLADJ	Collect from Collection Agency
CR	CR	Collect from Collection Agency
WO	WOAGA	Write-Off - AGA CL

First Prev Next Last

OK Cancel

2. In the Copy Forward screen, in the **Doc. Department Code** field, enter the data from **your student data card**
3. Check the **Auto Numbering** check box
4. In the Target Doc Type grid, select **CLADJ** (CL Adjustment)
5. Click **OK** to create the CL Adjustment document

Complete the **Header** section of the document.

Header

General Information Extended Description Document Information

Document Name: Bank Account: BK01
Record Date: Cash Account:
Budget FY: Cash Account Sub:
Fiscal Year: Deposit Ticket:
Period: Deposit Date:
Document Description: Bank Deposit Date:
Date Transmitted for Reconciliation:
Document Total: \$0.00 Date Transmitted for Audit:
Actual Amount: \$1,350.00 Method of Deposit:
Closed Amount: \$0.00 Deposit and Bank Category:
Closed Date: Payment Type: Cash
Original Amount: Misc. Identifier:
Total Currency: \$0.00 Mail Code:
Total Coin: 0.00 Escrow ID:
Total Cash: \$1,350.00 Number of Checks: 0
Total Check: \$0.00 Central Statement Customer:
Total Credit/Debit: \$0.00 Central Statement BPRO:
Total EFT: \$0.00
Total Wire Transfer: \$0.00
Total Payroll Deduction: \$0.00



AFIS MANUAL

1. In the **Document Total** field, verify the amount is **\$0.00**
2. In the **Bank Account** field, from the picklist choose **BK01**
3. Validate the **Vendor** component is populated with the vendor information from the RE/CL document from the copy forward function.
4. Validate the **Accounting** component is populated with the RE/CL document information

Accounting		Total Lines: 1	Accounting Line: 1	Line Amount: \$1,350.00
Accounting Line		Line Amount		
1				
From 1 to 1 Total: 1		First Previous Next Last		
<div>General Information Reference Fund Accounting Detail Accounting</div>				
Ref Doc Code: <input type="text" value="CL"/>		Ref Vendor Line: <input type="text" value="1"/>		
Ref Doc Dept: <input type="text" value="AAA"/>		Ref Comm Line: <input type="text"/>		
Ref Doc ID: <input type="text" value="190000000096"/>		Ref Accounting Line: <input type="text" value="1"/>		
		Ref Type: <input type="text" value="Partial"/>		



Vendor					
Total Lines: 2		Vendor Line: 2	Vendor Customer:	Legal Name:	
Vendor Line	Vendor Customer	Legal Name	Line Amount	Suppress Pend Print	
1	VC0000023987	STATE OF ARIZONA	\$1,350.00	No	
2			(\$1,350.00)	No	

From 1 to 2 Total: 2

First Previous Next Last Show Lines: 1

General Information | Payment Information | Reference Information | Payment Order | Wire Transfer

Vendor Customer:

Billing Profile:

Legal Name:

Alias/DBA:

Traveler ID:

Merchant ID:

Misc. Account: ☐

Address Code:

Address Line 1:

Address Line 2:

City:

State:

Zip:

Country:

County:

AR Dept: AAA

AR Unit: ALL

Vendor Contact ID:

Vendor Contact Name:

Vendor Contact Phone:

Vendor Contact Phone Ext.:

Vendor Contact Email:

Fax:

Fax Extension:

Web Address http://:

Auto Apply: ☐

Reserve Cr Balance: ☐

Line Amount:

Accounting Profile:

Payment Type: Cash

Suppress Pend Print: ☐

Currency: 0

Coin: 0.00

Line Actual Amount: \$0.00

Complete the **Vendor** section of the document.

1. Click the **Vendor** component to expand that section

Insert New Line Insert Copied Line Edit with Grid

2. Click **Insert New Line**. This will create Vendor Line 2
3. In the **General Information** tab, leave the **Vendor Customer** field blank
4. In the **Line Amount** field, enter the same amount as Vendor Line 1as a negative so it nets to zero

Complete the **Accounting** section of the document.

1. While on Vendor Line 2. Click the **Accounting** component to expand that section

Insert New Line Insert Copied Line Edit with Grid

2. At the bottom of the page, click **Insert New Line**
3. In the **Line Amount** field, enter the Negative Line Amount entered previously, so it nets to zero with the positive Vendor Line



4. Click the **Fund Accounting** tab
5. In the **Fund** field, enter the data from *your student data card*
6. In the **Sub Fund** field, enter the data from *your student data card*
7. In the **Department** field, enter the data from *your student data card*
8. In the **Unit** field, enter the data from *your student data card*
9. In the **Appr Unit** field, enter the data from *your student data car*
10. In the **Revenue** field, enter **4650**

Notes: 1. 4650 is a Contra Revenue Source and is used if the transaction is approved on the JLBC NSF Write-off list. When 4650 is used, it will route to GAO for final approval. The GAO-21 Form will be required to be attached to the CLADJ for GAO review.

Notes: 2. If this is an Accounting Correction, revenue source 4650 does not need to be used on the negative accounting line. Enter the revenue source deemed appropriate.

Check the Write-Off document for errors and submit it.

1. Click **Validate** to check for errors. If any errors exist, correct the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **Document validated successfully**
2. Click **Submit** to submit the document for approval. If submission is successful, the following message is displayed in the upper left corner of the screen: **Document submitted successfully**
3. Click the **Home** in the Primary Navigation Panel to return to the Home Page

Modify a CL Adjustment Document

Users can perform manual modifications to a CL Adjustment (CLADJ) based document, if necessary. This may be necessary if a partial payment was received for the customer, since a Write-Off document cannot be referenced on a Cash Receipt document.

AFIS will not allow any adjustments to the CLADJ Accounting Line Amount for an amount greater than the Outstanding Amount on the referenced Receivable/Referral to Collection Agency Accounting line.

In the Header, the Document Name and Document Description fields can be modified. In the Accounting Section General Information tab, the Line Description, Line Amount, and Reason fields can be modified. Once the modifications are complete, the document is validated and submitted. Upon submission, any modifications are reflected in the Receivable status.

A CL Adjustment modification follows the same approval process as the original CLADJ document outlined above.

Cancel a CL Adjustment Document

A CL Adjustment (CLADJ) based document can be cancelled if necessary by using the Discard feature from within the document. Discarding a Draft version of a document will remove the document from the system. Discarding a Final version of a document will create a Cancellation Draft version of the



document, and change the original to Historical (Final) phase. The Cancellation version will then need to be submitted for Department and GAO Approval.

Discarding a Final version of the CLADJ based document may be necessary, if a full payment was received from the customer, since a CLADJ document cannot be referenced on a Cash Receipt document.

Research CL Adjustment Documents

All updates to a customer account can be researched using the Customer Account Information (CUSTA) and Receivable History and Reference Query (RDET) pages. The RDET has a link to the Receivable Search (RESTA) page.

Receivable History and Reference Query

[Search](#) First Prev [Next](#) [Last](#)

Department : 101
Unit : ALL
Doc Dept : 101
Document ID : STU 1 9.2
Customer : VC000000176
Name : Student 1 Inc.

Total Billed : \$3,150.00
Total Liquidated : \$0.00
Total to Collections : \$0.00
Total Written Off : \$0.00
Total Outstanding : \$3,150.00
Closed Date :

	Accepted	Reference Document	Billed	Liquidated	Sent to Collection	Written Off
✓	11/01/2014	CL 101 STU 1 9.2 1	\$3,150.00	\$0.00	\$0.00	\$0.00

First Prev Next Last

[Receivable Search](#)



Cash Adjustments

Learning Objectives

In this lesson, you will:

- Review the State Treasurer Reconciling Adjustment process
- Review the Department Treasurer Reconciling Adjustment Modification process

Lesson Overview

This lesson is intended to serve as a broad overview of the cash reconciliation adjustment process so that users are familiar with the documents involved in the correction of reconciled cash receipts, which are part of the AR security role.

State Treasury Cash Adjustment

Reconciling Adjustments can be created by the Treasurer's Office. They are used for State Treasurer Cash Adjustment (STAD) documents.

The Event Types used during this process are:

- ARS1 – Unfavorable Deposit Adjustment
- ARS2 – Favorable Deposit Adjustment
- ARS3 – NSF Receivable
- ARS4 – Credit Card Unfavorable Adjustment (Fees and Chargebacks)
- ARS5 – Credit Card Favorable Adjustment

Department Treasury Cash Adjustment

The other type of adjustment is done at the Department level. Generally, once a State Treasurer Cash Adjustment (STADJ) document is used to process a reconciling adjustment, the Department determines a course of action and processes a Department Adjustment (DADJ) document which clears the STADJ document and also updates the Accounting Journal (JACTG) table.

The Copy Forward feature can be used from the STADJ document to create the DADJ document. The DADJ is then submitted for Department approval. To verify that the reconciling adjustment has been created successfully, users can look it up using the Accounting Journal (JACTG).

The Event Types used during this process are:

- ARD1 – Unfavorable Deposit Adjustment – Revenue Source (use with STADJ ARS1)
- ARDA – Unfavorable Deposit Adjustment – Object (use with STADJ ARS1)
- ARD2 – Favorable Deposit Adjustment – Revenue Source (use with STADJ ARS2)
- ARDB – Favorable Deposit Adjustment – Object (use with STADJ ARS2)
- ARD3 – Write-Off NSF Receivable – Revenue Source (use with STADJ ARS3)*
- ARD4 – Write-Off NSF Receivable – Object (use with STADJ ARS3)*



- ARD6 - Credit Card Unfavorable Adjustment – Revenue Source (use with STADJ ARS4)
- ARD7 - Credit Card Unfavorable Adjustment – Object (use with STADJ ARS4)
- ARD8 – Credit Card Favorable Adjustment (use with STADJ ARS5)

* Additional State Policy considerations. Review the State of Arizona Accounting Manual, AR Policy. Also review ‘Create a Department - Treasury Cash Adjustment (DADJ) Document’ QRG.

Accounting Receivable Reporting

Learning Objectives

In this lesson, you will:

- Review reports for AR tracking

Lesson Overview

AFIS includes several reports for monitoring AR activities.

AR Reports

The key reports needed to support the AFIS AR business processes are listed below. Included with some of the reports are the data elements (prompts) that are available.

AFIS Reports

Aging by Customer or by Department - The report contains a listing of aging receivables sorted by fund, department, and vendor/customer. The report also contains information such as invoice number, invoice date, and payment due dates. The outstanding amounts are grouped by the number of days overdue: 0 to 30 days, 31 to 60 days, 61 to 90 days, over 90 days, and over 1 year.

RSRC Summary Report - The Revenue Source Summary Report is used to track all accounts receivable revenue transactions during a user-defined date range. The Revenue Source Summary Report will be organized into uncollected revenue, written-off revenue, and collected revenue.

Aging Receivables Report - The Aging Receivables Report classifies outstanding Receivables by the amount of time they are overdue. On the report, the Receivables can be classified as not due, 0-30 days overdue, 31-60 days overdue, 61-90 days overdue and over 90 days overdue. The Receivables with no due date are attributed to the No Due Date column.

InfoAdvantage Reports

- **FIN-AZ-AR-C035**- Open Items - Accounts Receivable - Report is a detailed listing of open Accounts Receivable documents
- **FIN-AZ-AR-N183**- Accounts Receivables Status Report
- **FIN-AZ-AR-N185**- Customer History Report - Year to Date - This report provides detailed customer history for receivable and related activities
- **FIN-AZ-AR-N337**- Invoice Aging by Department and Fund - This report lists Aged Receivables by Fund and Department



- **FIN-AZ-DEBT-N379** - Loan Outstanding Summary - This report shows the Loan Instrument Outstanding Summary in terms of Outstanding Principal out of the Total Loan Amount and the Outstanding Interest as on given date. In addition, it also shows the loan terms specific information like Loan Amount, Total Principal Paid, Total Interest Paid, and the Net Payment Amount including Other Amounts as on given date. Report can be broken down at Responsible Department and Debt type, to list multiple loan instrument associated with a specific Department.
- **FIN-AZ-AR-N396** - Open Items - Accounts Receivable - Report is a detailed listing of open Accounts Receivable documents with a fiscal period cutoff. This report is cumulative through APD (Accounting Period Prompt).
- **FIN-AZ-AR-N461** - Treasurer Deposit Report - This report displays treasurer deposits for all CRs approved for Approval date.
- **FIN-AZ-CM-N363** – Revenue Analysis - Provide a cash flow analysis tool that can be utilized to generate cash projections and 'what if' analysis, including the following: Allow an Agency to combine multiple line items and apply projection parameters such as: change in billing/paying cycle from monthly to



Appendix A – Billing Profile (BPRO) Required Fields for Setup

Table 3: BPRO Fields Requiring Prior Setup

Billing Profile Field	Table Used to complete Supplementary Setup
General Information Section	
Department	
Unit	
Billing Profile	
Name	
Billing Type	
Invoice Instruction	BINST
Collection Agreement	COLLA
Decrease Accounting Template	
Central Remit	
Output Distribution	
Central Statement	
Day Not in Month	
Weekend Holiday	
Statement Frequency	
Statement Month	
Statement Day	
Expanded Statement	
Statement Instruction	BINST
Organization / Contact Information Section	
Pay To	
Remit To Name	
Remit to Division	
Street 1	
Street 2	
City	
State	
Zip	
County	
Country	
Contact	CNTAC
Options and Controls Section	
Receivable Due Date Lag	
Priority 1 Posting Type	
Priority 2 Posting Type	
Priority 3 Posting Type	
Priority 4 Posting Type	



Priority 5 Posting Type	
Priority 6 Posting Type	
Collection Cycle	COLLC, DNGM & COLL
Past Due Days for Collection Referral	
Collection Referral Table Load Status	
Past Due Days for Write-Off	
Potentially Uncollectible Load Status	
Write Off Document Line Limit	
Past Due Days for Intercept	
Intercept Table Load Status	
Minimum Billing Amount	
Minimum Negative Billing Amount	
Minimum Past Due Amount for Finance Charge	
Finance Charge Fee 1	FCEG & FNCHG
Finance Charge Fee 2	FCEG & FNCHG
Finance Charge Fee 3	FCEG & FNCHG
Finance Charge Fee 4	FCEG & FNCHG
Finance Charge Fee 5	FCEG & FNCHG
Finance Charge Fee Override	
Grace Period Days	
NSF Charge	
Automatic Refund to Customer of Credit Balance	
Unreserved Credit Balance Event Type	
Reserved Credit Balance Event Type	
Number of Days for a Credit Balance	
Enable Notification for Internal Debt	
SPEC Accounts Section	
Billed Unearned Receivable	
Billed Unearned Receivable Sub Account	
Billed Earned Receivable	
Billed Earned Receivable Sub Account	
Billed Unearned Revenue	
Billed Unearned Sub Revenue	
Collected Unearned Revenue	
Collected Unearned Sub Revenue	
Earned Receivable	
Earned Receivable Sub Account	
Allowance for Bad Debt	
Allowance for Bad Debt Sub Account	
Bad Debt Expense Object	
Bad Debt Expense Sub Object	



Billed Deposits Receivable	
Billed Deposits Receivable Sub Account	
Billed Deposits	
Billed Deposits Sub Account	
Collected Deposits	
Collected Deposits Sub Account	
NSF Check Charge Revenue Source	
NSF Check Charge Sub Revenue Source	
Credit Card Fee Object	
Credit Card Fee Sub Object	
Billed Vendor Refund	
Billed Vendor Refund Sub Account	
Vendor Refund Expenditure Holding Account	
Vendor Refund Expenditure Holding Sub Account	
Unearned Receivable Write Off	
Unearned Receivable Write Off Sub Account	
Unearned Revenue Write Off	
Unearned Revenue Write Off Sub Account	
Deposit Receivable Write Off	
Deposit Receivable Write Off Sub Account	
Billed Deposit Write Off	
Billed Deposit Write Off Sub Account	
Vendor Refund Receivable Write Off	
Vendor Refund Receivable Write Off Sub Account	
Vendor Refund Write Off	
Vendor Refund Write Off Sub Account	
Earned Receivable Sent to Collection	
Earned Receivable Sent to Collection Sub Account	
Vendor Refund Receivable Sent to Collection	
Vendor Refund Receivable Sent to Collection Sub Account	
Reserved Overpayment	
Reserved Overpayment Sub Account	
Unreserved Overpayment	
Unreserved Overpayment Sub Account	
Payment Plan Section	
Payment Plan Agreement Notification	BINST
Payment Plan Completion Notification	BINST
Payment Plan Reminder Notification	BINST
Payment Plan Cancellation Notification	BINST
Automatic NSF Check Cancellation	
Automatic Cancellation After Number of Missed Payments	



AFIS MANUAL

Minimum Days Between Payment Plan Start Date & First Due Date	
Payment Plan Print Date Lag	



Appendix B – Terminology

The terms listed in Table 4 below are used throughout this guide.

Table 4: Terminology

Term	Description
Accounting Line	The fields in a document's Accounting component where users, at a minimum, enter a set of Chart of Accounts codes comprising a funding distribution and an Event Type (may use default).
Accounting Template (ACTPL)	A predefined set of elements that can be inferred to a document accounting line as a soft inference, meaning accounting elements may still be entered on a transaction that are not overwritten by elements defined on the Accounting Template.
Address ID, Address Code	The code that identifies addresses for a vendor or customer. These are established as part of Vendor/Customer setup.
Address Type	A pre-defined code that categorizes the purpose of each address associated with a Vendor/Customer on VCUST. For customers, the address type is Billing.
Agency	A State agency is a 'Department' in AFIS. The Dept field is used to capture agency information.
Billing Location	Indicates where an invoice or statement for the receivable will be sent.
Billing Profile (BPRO) table	The table that stores the rules that define the creation and management of customer bills, such as billing type, billing instructions, collection parameters, and special accounts options are defined on the Billing Profile (BPRO) table.
Billing Rate (BILLR) table	Stores information used to automatically calculate receivable amounts, for example: Rate Code, Charge per Unit, Unit of Measure.
Billing Type	Indicates the type of billing and is an option on the BPRO page. Valid values are: Invoice, Statement, Both, No Billing Required, and Cost Accounting Billing.
Cash Receipt (CR, CACR, CRTRI or CRWP) document	An Accounts Receivable document used to record all monies collected, including collections against outstanding receivables, customer accounts, pre-payments, non-sufficient funds (NSF), and cash-basis collections with no document or customer account reference. CACR, CRTRI and CRWP documents are an Accounts Receivable document with all of the fields of a CR document, but set apart specifically for Cost Accounting, TRIRIGA, or Web Portal credit card related cash receipt activity, respectively.
CL Adjustment (CLADJ) document	The CL Adjustment (CLADJ) document allows you to process a transaction to write-off receivable or collection documents in AFIS that are deemed uncollectible, upon approval in AFIS from the Attorney General's Office and the General Accounting Office. The document is also used to adjust an RE or CL document outstanding balance in which the receivable amount should have been reduced but was not referenced the cash receipt document.
Collections Processing	Actions taken to receive payment from customers with delinquent bills.



Term	Description
Collection Referral (CL) document	The Referral to Collection Agency (CL) document allows you to refer receivables that are significantly past due to a collection agency, like the Attorney General's Office.
Copy Forward	Feature that enables a user to copy pertinent information from a finalized existing document into a new Document Type whose purpose is to reference or liquidate the source document.
Customer	A business or individual set up within the AR functionality that owes the State money.
Customer Account	The combination of Customer, Department, Unit and Billing Profile, creating a unique entity for receivable activity processing.
Customer code	The unique identifier assigned to a customer. A customer can also be a vendor, allowing users to enter information only one time when an entity doing business with the State is both a vendor (payable) and a customer (receivable). Unique address types for payables and receivables are required in order to pay a vendor or bill a customer.
Department – Treasury Adjustment Clearing (DADJ) document	The Department – Treasury Adjustment Clearing (DADJ) document is used by the agency to clear the activity from the State Treasurer – Treasury Adjustment Clearing (STADJ) document, relating to Unfavorable/Favorable Deposit Adjustments, NSFs or Unfavorable/Favorable Credit Card Adjustments.
Document Catalog	A central location where documents can be generated and reviewed.
Documents	Electronic forms used to enter and record financial transactions and activities.
Dunning Message	A notice informing a customer of a past due balance.
Event Type (ETYP)	Identifies and records the type of financial activity for an accounting line of a document. For all accounting based documents, and certain non-accounting documents, every accounting line must have an Event Type. You can either enter the Event Type or use the default provided by the system.
Function	A Chart of Accounts element that can be inferred to a document accounting line as a hard inference, meaning any accounting elements already entered will be overwritten by the Function and changing fields inferred by Function is not allowed.
Fund (FUND)	The Chart of Accounts element that represents a self-balancing set of accounts.
Fund Accounting	The Chart of Accounts view that measures funds and general ledger accounts. Fund accounting comprises elements such as fund, Department, appropriation unit, revenue source, object of expenditure, and balance sheet account.
Future Document Triggering	Allows users to set up, maintain, and trigger the creation of documents in the future on a user-defined frequency.
Grid	A list of records displayed in a table format. Up to 10 records are typically displayed at one time.
Inferred	Values that are automatically populated based on previous entries in the system.
Inquiries	Display summary and detailed information from successfully processed documents, for viewing only.
Invoice	A form requesting payment for a specific receivable.
Invoice Generation	The offline process that produces invoice forms and the invoice register.



Term	Description
Jump To	Used to navigate directly to a specific page within AFIS.
Page Search	Used to find and navigate to any page in AFIS.
Parent	Also referred to as the Headquarters account, the parent is set up on the VCUST table. The Headquarters or parent represents the legal entity or ownership entity of an organization. Multiple vendors or customers can be associated with one parent.
Past Due Invoice or Statement	A notice informing a customer of a past due balance.
Past Due Receivable	An amount that has not been liquidated by the due date.
Phase	A point in time within the document processing lifecycle. Common phases are Draft, Pending, and Final.
Posting Code (PSCD)	A code associated with instructions that tell AFIS what debits and credits to create against a given budget. Debits and credits post to various accounting journals and ledgers (summaries of journals) for tracking purposes and reporting.
Posting Line	The component of a document with the most detailed accounting information. It is a common source of information used to update most of the system.
Receivable (RE, CARE or RETRI) document	An RE is an Accounts Receivable document used to bill external customers for goods or services. It is an accounting transaction that triggers the billing process and tracks receivable events to recognize that money earned now will be received in the future. CARE and RETRI documents are an Accounts Receivable document with all of the fields of an RE document, but set apart specifically for Cost Accounting or TRIRIGA related billing, respectively.
Accounts Receivable Correspondence History (RCHT) Table	The Accounts Receivable Correspondence History (RCHT) page allows you to view all correspondence information for a customer. This page is updated by the Invoice Print History (INVHS) table, Statement Print History (STMTHS) table, Payment Plan Print History (PPPHS) table, and the Accounts Receivable Correspondence Update page.
Accounts Receivable Correspondence Update (RCUHT) Table	The Accounts Receivable Correspondence Update page allows the addition or modification of records to the Accounts Receivable Correspondence History (RCHT) table. These records detail the manual correspondence(s) of a user to a customer regarding receivables.
Reference Tables	Used to store information within AFIS.
Secondary Navigation Panel	A menu that changes depending on what type of page the user is on. The Home Page includes standard options and access to History and Favorites. Multi-page tables include menus to navigate through sections of a table. Documents include menus to navigate through sections and features of a document.
State Treasurer – Treasury Adjustment (STADJ) document	The State Treasurer – Treasury Adjustment Clearing (DADJ) document is used by the Treasurer’s Office to record cash adjustments to the agency, relating to Unfavorable/Favorable Deposit Adjustments, NSF’s or Unfavorable/Favorable Credit Card Adjustments.
Statement	A form reflecting the status of a customer account and requesting payment for due amounts.



Term	Description
Statement Generation	The offline process that produces statement forms and the statement register.
System Options (SOPT)	A table that provides a set of characteristics that guide budget and accounting activities. Each control or option that is set on SOPT is associated with a business rule that drives events and actions throughout AFIS.
TRIRIGA System	Statewide application used by the State of Arizona for Facilities Management.
Vendor Code	The unique identifier assigned to the vendor. A vendor can also be a customer, allowing users to enter information only one time when a contact is both a vendor (payable) and a customer (receivable). Unique address types for payable and receivables are required in order to pay the vendor or bill the customer.
Vendor/Customer (VCUST) table	The primary repository for vendor and customer information. Records may be defined for use as a vendor, a customer, or both. Records are added to this table through a Vendor Customer Creation (VCC) based document and modified through a Vendor Customer Modification (VCM) based document. Multiple VCC & VCM based documents are available depending on the user establishing the vendor or customer.
Workflow	An online routing and approval process.



Appendix C – List of Acronyms

Table 5 lists the acronyms used in this guide.

Table 5: Acronyms

Acronym	Definition
ACTPL	Accounting Template
AFIS	Arizona Financial Information System
APYCRBAL	Apply Credit Balance
AR	Accounts Receivable
BILLR	Billing Rate
BINST	Billing Instructions
BPRO	Billing Profile
BSA	Balance Sheet Account
CA	Cost Allocation
CACT	Customer Account Options
CARE	Cost Accounting Receivable
CBALDQ	Cash Balance Detail Query
CL	Referral to Collection Agency
CLADJ	CL Adjustment
COA	Chart of Accounts
COLL	Collection Letter
COLLA	Collection Agency Agreement
COLLC	Collection Control
COLLR	Pending Referral to Collection Agency
CNTAC	Contact
CACR	Cost Accounting Cash Receipt
CR	Cash Receipt
CRTRI	Cash Receipt – Real Estate
CRWP	Cash Receipt – Web Portal
CUSTA	Customer Account Information
CUSTS	Customer Information
DADJ	Department – Treasury Adjustment Clearing
DEPT	Department
DNGM	Dunning Message
EFT	Electronic Funds Transfer
FBALDQ	Fund Balance Detail Query
FCEG	Finance Charge Eligibility
FDT	Future Document Triggering
FNCHG	Finance Charge Setup
INVHS	Invoice Print History
INVQ	Invoice
JACTG	Accounting Journal
JLBC	Joint Legislative Budget Committee
PPPHS	Payment Plan Print History



PPPT	Payment Plan Print
PSCHD	Payment Plan
RCBD	Reserved Credit Balance Table
RCHT	Accounts Receivable Correspondence History Table
RCUHT	Accounts Receivable Correspondence Update Table
RDET	Receivable History and Reference
RE	Receivable
RETRI	Receivable TRIRIGA document
REDCRBAL	Reduce Credit Balance
RESTA	Receivable Search
RSRC	Revenue Source
SOPT	System Options
SPEC	Special Accounts
STADJ	State Treasurer – Treasury Adjustment
STATD	Statement Detail
STMTHS	Statement Print History
STMTQ	Statement
UCBD	Unreserved Credit Balance Table
VCUST	Vendor Customer
WOAGA	Write-Off Attorney General



Appendix D – Accounts Receivable Configuration

Accounts Receivable Configuration

Proper configuration of the Accounts Receivable tables is extremely important to maintaining an accurate and efficient billing system. There are many tables in AFIS that work together to provide the structure that customer accounts depend on. This lesson examines the key tables for Customer Account and Billing configuration and their function in the Accounts Receivable business area.



Billing Profile

For example, the Billing Profile table allows users to specify:

- **Billing Type** – Determines whether a customer receives an invoice, a statement, both, or no billing at all
- **Remit to** – Specifies the name and address that will be printed on the bill identifying where and to whom payments should be made
- **Output Distribution** – Specifies where each form will be routed after it has been printed
- **Organization/Contact Information** – Contains name, address and other related information to inform customer whom they should phone or email if they have questions about their bill

For statement customers, the Billing Profile allows users to define the Statement Frequency, Statement Day, Weekend/Holiday Exceptions, Special Instructions, and Expanded Statement options.

For invoice customers, users can define Special Instructions.

Billing Instructions

The Billing Instructions (BINST) table allows users to specify instructions that can be printed on the bill. Users must input information into the Billing Instructions table before it can be referenced on the Billing Profile table for particular customers.

Billing Instruction				
	Department	Unit	Billing Instruction	Name
✓	AAA	ALL	TEST	Test Billing Instruction
	AUA	ALL	REMT0	Remit to instructions on the bottom of the invoice
	CRA	6600	CADPR	MILL ASSESSMENT
	DCA	ALL	TE001	INVOICE INSTRUCTION
	DTA	2250	RF010	RF RFTA

First Prev [Next](#) [Last](#)

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

*Department:

*Unit:

*Billing Instruction:

Name:

Instruction Text:



Finance Charge Eligibility

The Finance Charge Eligibility (FCEG) table allows users to define whether AFIS is to assess finance charges for a particular Event Type through the automated Finance Charge batch process. This setup is not necessary if finance charges will be manually applied. Changes to Finance Charge Eligibility records take effect immediately and do not apply retroactively to past finance charges.


Finance Charge Eligibility				
	<u>Department</u>	<u>Unit</u>	<u>Event Type</u>	<u>Eligible for Finance Charge</u>
✓	AAA	ALL	AR01	Yes
	EVA	ALL	AR01	Yes
	ICA	ALL	AR01	Yes
	ICA	ALL	AR10	Yes
	ICA	ALL	AR31	Yes

First Prev Next Last

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

Department :

Unit :

Event Type : 

Eligible for Finance Charge : ☒



Finance Charge Setup

Finance charges can be assessed automatically on delinquent receivables based on setup options specified on the Finance Charge Setup (FNCHG), System Options (SOPT), Billing Profile (BPRO), and Revenue Source (RSRC) tables. The finance charge process generates two types of fees:

- **Flat Fee** – A one-time or periodic penalty fee
- **Interest** – A variable fee which is calculated as a percentage of the outstanding amount and is charged periodically

The finance charge process consists of:

- Setting up the characteristics of the fees that can be used in the finance charge process
- Setting up the fees that apply on a system-wide level or on a billing profile level
- Running the offline process that determines the amount of penalties and interest to be assessed to overdue receivables and applies these penalties and interest to the receivable.

Up to five separate finance charge fees can be assigned to a specific billing profile and if applicable, a grace period can be defined here. Note that finance charges stop accruing after a receivable has been referred to collections by referencing the Receivable (RE) based document on a Referral to Collection Agency (CL) document.

Billing Rates

The Billing Rate (BILLR) table stores information used to automatically calculate receivable amounts, for example; Rate Code, Charge per Unit, or Unit of Measure. Users can also define the start and stop dates for the billing rate to be in effect.

Billing Rate

[Menu](#) [Back](#)

Department	Unit	Billing Rate ID	Name	Effective From	Effective To
✓ AAA	ALL	AAA1	Testing invoice	07/01/2014	
CRA	6600	AF36	AF36 SALES	08/20/2014	
CRA	6600	COTTY	CA PISTACHIO GROWERS FUNDING-DR COTTY RESEARCH	08/20/2014	
DCA	ALL	APPCC	ISC Application Fee	08/20/2014	
DCA	ALL	COSCC	Cost of Supervision	08/20/2014	

[First](#) [Prev](#) [Next](#) [Last](#)

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

Department :

Unit :

Billing Rate ID :

Name :

UOM :

Unit Price :

Effective From :

Effective To :



Other Tables

The Dunning Message (DNGM) table is used to store Dunning Messages for use in collections. Collection Letter codes, names and text are stored on the Collection Letter (COLL) table. Additional collection parameters are stored on the Collection Control (COLLC) and Collection Agency Agreement (COLLA) tables.

Collection Control

	Department	Unit	Collection Cycle	Name
	ALL	ALL	CYCL1	Cycle 1
	ALL	ALL	STCYC	Standard Cycle
	ALL	ALL	TEST	Standard Cycle
✓	AUA	ALL	AUCYC	AUA Cycle
	DTA	2290	DTCY2	IR INS CARRIER
	DTA	2616	DTCY1	GC Vision Airlines
	DTA	4984	DTCY3	LA 45 DAYS PAST DUE
	DTA	ALL	DTCY1	Standard Cycle
	DTA	ALL	DTCY2	Standard Cycle
	DTA	ALL	DTCY3	Standard Cycle

First Prev [Next](#) [Last](#)

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

Department :

Unit :

Collection Cycle :

Name :

	Days Past Due	Dunning Message	Dunning Message Name	Collection Letter	Collection Letter Name
✓	<input type="text" value="90"/>	DUN1	Dunning Message 1	<input type="text" value=""/>	
	<input type="text" value="120"/>	DUN2	Dunning Message 2	<input type="text" value=""/>	

[Delete](#) [Insert](#) [Copy](#) [Paste](#) First Prev Next Last

The Billing process uses parameters defined on the Collection Control table to define when and which dunning messages and collection letters should be used to notify a customer of overdue accounts. These dunning messages and collection letters are grouped together into collection cycles that can be applied to a particular billing profile, or selected on an individual receivable document.